

# 2019-20 DISTRICT GRANT PROJECT FINAL REPORT

Grant # P-\_\_\_\_\_ Progress Report  Final Report  Date \_\_\_\_\_

Project Title: \_\_\_\_\_

Club Name: \_\_\_\_\_

## Project Description:

1. Describe the project. What was done, when, and where did project activities take place? If this is a progress report, what remains to be done?

2. How many people benefited from this project? \_\_\_\_\_

3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?

4. How many Rotarians participated in the project? \_\_\_\_\_

5. What did they do? Please give at least two examples, not including financial support provided to the project.

6. If a cooperating organization was involved, what was its role?

## Financial Report

(Your Club & District must retain receipts of all expenditures for at least five years)

Income (7) & Expenditures (8) must be equal

### 7. Income

Sources of Income	Currency	Amount
<b>Total Project Income</b>		

### 8. Expenditures (please be specific and add separate page as needed)

Budget Items	Name of Supplier	Currency	Amount
<b>Total Project Expenditures</b>			

### Certifying Signature:

By signing this report, I confirm that to the best of my knowledge these District Grant funds were spent only for eligible items in accordance with Rotary Foundation approved guidelines, and that all of the information contained herein is true and accurate. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF a royalty free irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes the right to modify the photograph(s) as necessary in RI's sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI and TRF.

**Final Report Documents:**

This report with signature and date.

All proofs of payment and invoices uploaded to website

One or more of the following:

Checks – copies of the front and back

Credit Card statements

PayPal receipts

Bank statement showing check having cleared

We have uploaded photographs of project to project website

We have entered goals for our Club on Rotary Club Central

Our Club is Grant-Qualified

Our Club has paid current year RI and District Dues

We have entered our Club Rotary Foundation Chair in the Club Executives Section of our Club on the District website.

Our Club is current on all due Global Grant and District Grant reports

We have entered our Project on Rotary Showcase.

Certifying Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Rotary Title: \_\_\_\_\_

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Complete this form and upload to your Project Documents area on [matchinggrants.org](http://matchinggrants.org)