



## District Grant FINAL Report Instructions for Rotary Year 2015-2016 Rotary District 5630

### Preparing and submitting a District Grant (DG) report

- Step 1: Complete each section of the attached form. Scan and attach all related documents and receipts related to the project. Complete this report within two weeks of project completion. Project Deadline is May 15, 2016. You must have your project completed to be eligible for any grant funds for the upcoming Rotary year.
- Step 2: If necessary, follow up with project contacts to complete missing report information or to address eligibility issues. Please refer to the DG Eligibility Guidelines.
- Step 3: Email scanned report, including receipts, with accompanying bank statement(s) to The District Grant Chair Dale Schultz, [dschultz1949@gmail.com](mailto:dschultz1949@gmail.com) or District Rotary Foundation Chair Scott McLaughlin, [scott@heartlandhosting.com](mailto:scott@heartlandhosting.com).

### Please note the following:

- Reports **MUST** be submitted using the form below. After completing the form, save as a PDF document and upload to the Documents Tab of your respective project number on [www.MatchingGrants.org](http://www.MatchingGrants.org). Retain a copy of the entire report for your records.
- Clubs should retain original receipts for all grant-funded expenditures and upload to the Documents Tab of your respective project number on [www.MatchingGrants.org](http://www.MatchingGrants.org). The district must maintain copies of all receipts related to grant-funded expenditures in accordance with local laws and for a period of at least five years following closure of the grant.
- Bank statements showing grant deposit and all expenditures related to the grant must be maintained by the club and uploaded to the Documents Tab of your respective project number on [www.MatchingGrants.org](http://www.MatchingGrants.org).

# Individual Project FINAL Report 2015-2016

Scan and return this completed form to either to The District Grant Chair Dale Schultz, [dschultz1949@gmail.com](mailto:dschultz1949@gmail.com) or District Rotary Foundation Chair Scott McLaughlin, [scott@heartlandhosting.com](mailto:scott@heartlandhosting.com).

Rotary Club: Chadron Rotary Club #1477

Project Title: Technical Upgrades

Progress report  Final report

## 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?

The \$1,000.00 grant was used to purchase a four camera security system and a high resolution document camera for the Dawes County Museum. The Museum has received a very valuable antique toy collection to display in honor of the donor. In order to secure the display room, it is necessary to monitor the activity in the room in addition to securely locking doors. This can now be done with the camera security system. The museum also houses a collection of local newspapers, books, county records, and other documents. Many of these documents are printed on paper that disintegrates over time. In order to preserve the contents and more easily search for information, these documents need to be scanned and stored in a digital format. The document camera will provide the technology to scan and digitize these items as our volunteers proceed through these documents over the next few years.

2. How many people benefited from this project? 30

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

Approximately 30 volunteers work with the Museum collections. These volunteers serve as guides for our Museum patrons and catalogue documents as well as support research projects such a geology searches. In addition to our volunteers, our patrons will have more secure and easy access to our collections.

4. How many Rotarians participated in the project? 1

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

This Rotarian is on the Museum Board and a volunteer at the Dawes County Museum. This member is very aware of the financial needs of a volunteer nonprofit museum. He is also very aware of the technology support necessary to operate a small museum in the 21<sup>st</sup> century, keeping it viable for the local patrons as well as national and international visitors.

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

The Dawes County Historical Society operates and maintains the Dawes County Museum. The DCHS received the Rotary Grant money and purchased the security system and the document camera. Money to operate the museum is tight as the Dawes County Commissioners support it with \$1,000.00 per quarter during the year, visitors are not charged but encouraged to make a contribution, volunteers write grants, and volunteers hold fund raising activities. The Rotary grant was a big support to the operation of the Museum.

## Financial Report (District must retain receipts of all expenditures for at least five years)

Currency Used: US Dollars Exchange Rate: \_\_\_\_\_ = 1 USD

7. Income

Sources of Income	Currency	Amount
1. District Grant funds received from the District	USD	\$1,000.00
2. Other funding (specify)		
3.		
<b>Total Project Income</b>	USD	\$1,000.00

8. Expenditures (please be specific and add lines as needed)

Budget Items	Name of Supplier	Currency	Amount
1. Four Camera Security System	Lores Security Systems, Inc	USD	\$449.99
2. Document Camera	HoverCam Ultra 8	USD	\$449.00
3. Installation Costs – Wire and Hardware	Museum Volunteers	USD	\$110.00
4.			
5.			
<b>Total Project Expenditures</b>		USD	\$1008.99

## 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 Trustee-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.

Certifying Signature



Date: 4/17/2016

Print name, Rotary title, and club

Roger Wess, Interact Sponsor, Chadron Rotary Club

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To be completed by the District Rotary Foundation Committee Chair:

District Grant # \_\_\_\_\_

Individual Project Report # \_\_\_\_\_