



## District Grant FINAL Report Instructions for Rotary Year 2014-2015 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, 2015. 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 2014-2015

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: Alma Rotary Club  
Project Title: Bleachers and land scaping in the parks  
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? We purchased and assembled portable bleachers to be used at the little league ballparks and the swimming pool for swim meets. Shrubs and bushes are yet to be planted.
2. How many people benefited from this project? 2000
3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?  
Primary parents of children competing in the baseball and swimming programs of Alma and surrounding areas.
4. How many Rotarians participated in the project? 4
5. What did they do? Please give at least two examples, not including financial support provided to the project.  
Reviewed brands and types of bleaches, ordered, assembled and distributed the equipment. Completed forms for approval of the grant.
6. If a cooperating organization was involved, what was its role?  
NONE

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

Currency Used: Credit Card Exchange Rate: \_\_\_\_\_ = 1 USD

### 7. Income

Sources of Income	Currency	Amount
1. District Grant funds received from the District		1000.00
2. Other funding (specify) Alma Club Funds		1044.74
3.		
<b>Total Project Income</b>		2044.74

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

Budget Items	Name of Supplier	Currency	Amount
1. Purchase 2 4row aluminum Bleachers	The Park Catalog		2044.74
2.			
3.			
4.			
5.			
<b>Total Project Expenditures</b>			2044.74

## 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: 5-8-2017  
Print name, Rotary title, and club Don Ehrke, Secretary

To be completed by the District Rotary Foundation Committee Chair:

District Grant # \_\_\_\_\_ Individual Project Report # P-1276