

Rotary District 5790

Checklist for District Grant Final Report

Checklist of required materials to be submitted before grants are closed.

Preparing and submitting a District Grant final report

The "Primary Contact" for the District Grant will perform the steps below:

Step 1: Insure that all sections of the Individual Project Report (Final Report) form must be completed. For club projects, the certifying signature must be provided by a member of the club.

Step 2: If necessary, follow up with project contacts to complete missing report information or to address eligibility issues. (i.e. MOU, 990) Please refer to the DG Eligibility Guidelines.

Please note the following required from the clubs:

- ____ A completed final report with all necessary signatures and form dated.
- ____ A detailed listing of all monies spent (Date purchased, check number, payee, payer, purpose of expenditure and date of delivery if applicable)
- ____ A copy of **cancelled checks with endorsement and bank statement** showing payment.
- ____ A copy of all invoices with appropriate dates.
- ____ Invoices must be marked paid, with check number, dated and signed or they are not documentation of funds spent.
- ____ Proof of payment must accompany all receipts, and the **Rotary club is to be the payer on all checks written.**
- ____ **In the instance of checks being written to other non-profit organizations, a letter from that organization stating the amount, date of gift, and purpose for which the funds will be/were used.**
- ____ Scholarship monies cannot be written to individual students. The monies must be issued to the college or institution of higher education. Documentation showing that the student is enrolled is required. A letter from the organization granting the scholarship on college/ high school letterhead stating the amount of funds and the actual use of the funds.
- ____ No project is to benefit any Rotary club or Rotarian
- ____ The district's procedure for retaining documentation of all grant information is housed on the www.matchinggrants.org website.

District Grant-Final Report Form 2020-21

Upload this completed form to your grant record at www.matchinggrants.org/district.

For any questions contact District 5790 District Grant Sub-committee chair Dan Steele dsteelerotary5790@gmail.com

Do not sent this form directly to Rotary International.

Rotary Club: Denton Noon Rotary Club

Project Number: 5440

Project Title: Road 2 Reading I

Project Description

1. Briefly describe the project. What was done, when and where did project activities take place, and who were the beneficiaries?

The Road to Reading I is an ambitious effort to put a reading book into the hands of every Pre-K and Kindergartener in 27 elementary schools in Denton ISD.

IMPACT: Impact

4,617 Students – 2025

2,353 Students – 2024

2 year Total 6,969

Educators said:

“With campus budgets being cut, these books are a blessing.”

“Many students have few, if any, books at home. Anything to promote reading is a win.”

“Encourages literacy for students that don’t live in a print rich environment”

“Reading is Fundamental! There are countless benefits of this program”

2. How many Rotarians participated in the project? 56

3. What did they do? Please give at least two examples.

Members helped pick up books from bookstore, tag books with Rotary Club of Denton seal on inside cover of books and distributed books to all 27 elementary schools in Denton ISD

4. How many Non-Rotarians participated in the project? 27

5. What are the expected long-term community impacts of the project?

All of Denton ISD’s PreK and Kindergarteners now have the opportunity to take a book home to ignite their love of reading is incredibly valuable. Student access to reading materials in and out of school is an essential service provided by Denton ISD libraries, and we are extremely pleased to bring this project to life.

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

Patchouli Joe’s Books and Indulgences-A local bookstore that ordered and stored over 2000 books for distribution. 27 elementary schools in Denton ISD that distributed books to classroom and students.

Financial Report (District must retain receipts of all expenditures)-*The two yellow cells must be the same.*

7. Income		Amount
1. District Grant funds received from the District		2727.00
2. Other funding (specify) Rotary Club		2727.00
3.		
Total Project Income		5454.00
8. Expenditures (please be specific and add lines as needed)		
Vendors/Non-profit Expenditures: List		
Patchouli Joe's Books and Indulges		5454.00
Total Project Expenditures		5454.00

9. 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

Vicki Byrd

Date: 6-30-2025

Print name, Rotary title, and club

Vicki Byrd President Rotary Club of Denton

When completed, please notify the District Rotary Foundation Grant Sub-Committee Chair (DGSC):
dsteelerotary5790@gmail.com