

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 2024-25

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: Arlington North West Rotary

Project Number: P-5517

Project Title: Senior Scholarships 2025

Project Description

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

Arlington North West Rotary gives 4 - \$2000 scholarships to graduating Seniors at Martin High School in Arlington Texas. Throughout the school year (September to April) 2 Senior students of the Month are selected by the Staff and Administrators at Martin High School, then those 2 students attend one of our weekly meetings and give a talk about their aspirations, goals and future plans for college. Members of our scholarship committee take notes and after all 8 have come, the committee meet after the April Students spoke to discuss the 8 students and selected 4 to receive our scholarships.

On May 19th, 3 members of Arlington North West Rotary attended the Martin High School Awards ceremony to present the school with a check for \$8,000 for the scholarships and award the students certificates of the scholarship.

2. How many Rotarians participated in the project? 8

3. What did they do? Please give at least two examples. Each month (September through April) members of the scholarship committee listened to the students talks and took notes on the scholarship judging form. After the April Seniors of the month spoke the members of the Scholarship committee meet to discuss the ranking of the 16 talks and decided of the 4 scholarship recipients. Then 3 members of the club, the President, the immediate Past President and Chair of the Scholarship committee attended the awards ceremony at the High School to present the scholarships to the winners.

4. How many Non-Rotarians participated in the project? 3

5. What are the expected long-term community impacts of the project? The scholarships allow the recipients to expand their education beyond high school and help them achieve college degrees and hopefully comeback to Arlington and become leaders in the community and future Rotarians.

6. If a cooperating organization was involved, what was its role? Martin High School, the principle, assistant principles and team leads select 2 Seniors each month to recognize and recommend for a possible scholarship. The High School then once they receive proof/verification from the student's college of their enrollment, the scholarship money is sent to the college directly to pay tuition.

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		\$ 2512.00
2. Other funding (specify) Rotary Club of Arlington North West		\$ 5488.00
3.		
Total Project Income		\$ 8,000.00
8. Expenditures (please be specific and add lines as needed)		
Vendors/Non-profit Expenditures: List		
*4 - \$2000.00 Scholarships totaling \$8000.00 was paid to Martin HS		\$ 8000.00
Check # 1137 for \$8000.00		
Total Project Expenditures		\$ 8000.00

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

Date:

Kelly L Lewis

6/5/2025

Print name, Rotary title, and club

Kelly Lewis, President Arlington North West Rotary Club

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