



## District Grant Report Instructions

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

- Step 1: Complete each section of the attached form. Scan form and all receipts related to the project. Complete this report within two weeks of project completion.
- 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 Mike Anderson [hogdogmike@mac.com](mailto:hogdogmike@mac.com) or District Rotary Foundation Chair Bill Griffin [bill.griffin@halifax.org](mailto:bill.griffin@halifax.org)

### Please note the following:

- Reports must be submitted using the form below. *Please type the report.* Retain a copy of the entire report for your records.
- Clubs should retain original receipts for all grant-funded expenditures and provide copies to the district. 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 a copy scanned and emailed as instructed above..

# Individual Project Report

Scan and return this completed form to either Mike Anderson [hogdogmike@mac.com](mailto:hogdogmike@mac.com) or Bill Griffin [bill.griffin@halifax.org](mailto:bill.griffin@halifax.org)

Rotary Club: \_\_\_\_\_

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

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?  
\_\_\_\_\_
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 (District must retain receipts of all expenditures for at least five years)

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

### 7. Income

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

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

Budget Items	Name of Supplier	Currency	Amount
1.			
2.			
3.			
4.			
5.			
<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 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: \_\_\_\_\_  
Print name, Rotary title, and club \_\_\_\_\_

To be completed by the District Rotary Foundation Committee Chair:

District Grant # \_\_\_\_\_ Individual Project Report # \_\_\_\_\_