

# District Grant-Final Report Form 2016-17

( File Online- <http://www.matchinggrants.org/district>)

Return this completed form to your District Rotary Foundation Grant Sub-Committee Chair( DSGC). Do not sent this form directly to Rotary International.

Rotary Club: Granbury Project Number: \_\_\_\_\_

Project Title: Tom Ward Rotary Scholarship

Final Report

## Project Description

1. Briefly describe the project. What was done, when and where did project activities take place, and who were the beneficiaries? The club provide scholarships to high school seniors attend a university, college or technical school ranging from 750-1500.00. Katherine Westerman and Ana Hernandez completed the required functions to receive these scholarships.
2. How many Rotarians participated in the project? 4
3. What did they do? Please give at least two examples. Reviewed applications, contacted the seniors and attended the Awards Program
4. How many non-Rotarians benefited from this project? 2
5. What are the expected long-term community impacts of the project? Providing needed funds to students who will come back to our community and contribute.
6. If a cooperating organization was involved, what was its role? Granbury High School coordinated the application process and notified the students of these Awards.

## Financial Report (District must retain receipts of all expenditures)

| 7. Income  | Amount          |
|--|-----------------|
| 1. District Grant funds received from the District           | 1,500.00        |
| 2. Other funding (specify) Rotary Club                       | 4,500.00        |
| 3. <u>Endowment</u>  | 250.00          |
| <b>Total Project Income</b>                                  | <b>6,250.00</b> |
| 8. Expenditures (please be specific and add lines as needed) |                 |
| <u>To Date</u>   | 2,500.00        |
| <b>Total Project Expenditures</b>                            | <b>2,500.00</b> |

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:

7/10/17

Print name, Rotary title, and club

To be completed by the District Rotary Foundation Grant Sub-Committee Chair (DGSC):  
District Simplified Grant #

# Rotary District 5790

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

### Preparing and submitting a District Grant 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)
- *Will supply* A **copy of cancelled checks and bank statement showing payment.**
- *N/A* A **copy of all invoices with** appropriate dates.
- *N/A* Proof of payment must accompany all receipts, and the Rotary club is to be the payer on all checks written.
- *N/A* 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.
- *N/A* Invoices that are not marked paid, with check number, dated and signed are not document of funds spent.
- 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](http://www.matchinggrants.org) website