



District Grant Report Instructions

Rotary District 5790

For the Rotary year 2013-2014

Preparing and submitting a District Grant report

- Step 1: Collect and review Individual Project Report forms for each project. Please note that all sections of the Individual Project 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. Please refer to the DG Eligibility Guidelines.
- Step 3: Complete the District Grant Summary Report including the list of individual projects (pages 2-3 of this document).
- Step 4: Submit District Grant Summary Report with accompanying information listed below) and Individual Project Reports to the District Audit/Review Committee (Note: Individual Project Reports must be accompanied by a District Grant Summary Report. Do not send Individual Project Reports separately.)

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 and bank statement showing payment.
- A copy of all invoices with appropriate dates.
- 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 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.
- Invoices that are not marked paid, with check number, dated and signed are not document of funds spent.
- Project is not to benefit any Rotary club or Rotarian
- The club shall have a procedure for retaining documentation of all grant information