

# 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](http://www.matchinggrants.org) website.

## District Grant-Final Report Form 2020-21

Upload this completed form to your grant record at [www.matchinggrants.org/district](http://www.matchinggrants.org/district).

For any questions contact District 5790 District Grant Sub-committee chair Dan Steele  
[dsteelerotary5790@gmail.com](mailto:dsteelerotary5790@gmail.com)

**Do not** sent this form directly to Rotary International.

Rotary Club: Fort Worth East Project Number: \_\_\_\_\_

Project Title: Dictionaries for Third Graders

### **Project Description**

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

Bi-lingual dictionaries were provided to three elementary schools in the Fort Worth Independent School District as follows:

2/16/21	Glen Park Elementary School	84 dictionaries
1/26/21	Sagamore Hill Elementary School	112 dictionaries
3/22/21	Morningside Elementary School	92 dictionaries

These books were for children of low-income families. Many are from families that have few English speakers. This will benefit not only the children, but the entire family. Each book had a bookplate inside the front cover with a line for the student's name and the Rotary Wheel with the words "This book was donated by the Rotary Club of Fort Worth East".

2. How many Rotarians participated in the project? 6

3. What did they do?

1 wrote the grant.

1 ordered books, prepared bookplates, and placed them in each book. Unfortunately, COFID-19 restrictions precluded everyone's gathering to participate in this.

6 were present at the delivery of the books.

4. How many Non-Rotarians participated in the project? None

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

Use of these dictionaries will provide the ability for the children and their parents to learn English which hopefully will lead the children to brighter futures and their parents to improve their job possibilities.

6. If a cooperating organization was involved, what was its role? None

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

7. Income

1. District Grant funds received from the District	\$396.00
2. Other funding (specify) Rotary Club of Fort Worth East	\$396.00
3	
<b>Total Project Income</b>	<b>\$792.00</b>

8. Expenditures

<b>Vendors/Non-profit Expenditures</b> - The Dictionary Project3	\$792.00
<b>Total Project Expenditures</b>	<b>\$792.00</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 know 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 Richard Crossley Jr. Date: 19 APRIL 2021

Print name, Rotary title, and club RICHARD CROSSLEY JR., PRESIDENT, FWT ROTARY EAST

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

## DISTRICT GRANT FINAL REPORT

Detailed Listing of all monies spent (Date Purchased, check number, payee, payer, purpose of expenditure and date of delivery if applicable)

### Rotary Club of Fort Worth East

Only one expenditure - \$792.00 for dictionaries.

Date purchased – 1/9/2021

Purchased by credit card; credit card statement attached.

Payee: The Dictionary Project

Payer: Rotarian Janelle Kavanaugh, but reimbursed by Rotary Club of Fort Worth East on 4/14/2021

Check number to be revealed shortly.

Purpose of Expenditure: to purchase 288 dictionaries for third graders in the Fort Worth Independent School District. Delivery schedule follows.

Dates of delivery:

2/16/21	Glen Park Elementary School	84 dictionaries
1/26/21	Sagamore Hill Elementary School	112 dictionaries
3/22/21	Morningside Elementary School	92 dictionaries

**FORT WORTH**  
*City Credit Union*

1500 Main Street, Suite 100  
Fort Worth, TX 76102

817-335-1234  
1-800-335-1234

1500 Main Street, Suite 100  
Fort Worth, TX 76102

Transaction Type: FF TRANSACTION  
Member Number: \*\*\*\*\*CKA  
Member Name: JANELLE KAVANAUGH  
Trans. Date: 04-14-21  
Trans. Time: 16:32:19  
Operator No: 183

Deposit Account: \*\*\*\*\*11  
HERITAGE CHECKING  
Deposit Amt: 792.00  
Previous Bal: [REDACTED]  
Available Balance: \*\*\*\*\*

New Bal: [REDACTED]

Received Amount: 792.00 IN 1 CHECK  
Check Amt \*Hold Days: 792.00

Tell us how we did! <https://www.surveymonkey.com/r/T>

X

This is the deposit slip  
showing that the  
check for \$792.00 from  
the Rotary Club of Fort Worth East  
was deposited  
to my account.  
Janelle Kavanaugh