

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:

- Done A completed final report with all necessary signatures and form dated.
- Done A detailed listing of all monies spent (Date purchased, check number, payee, payer, purpose of expenditure and date of delivery if applicable)
- Done A copy of **cancelled checks with endorsement and bank statement** showing payment.
- Done A copy of all invoices with appropriate dates.
- Done Invoices must be marked paid, with check number, dated and signed or they are not documentation of funds spent.
- Done 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.**
- N/A 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 No project is to benefit any Rotary club or Rotarian
- Done The district's procedure for retaining documentation of all grant information is housed on the www.matchinggrants.org website.

District Grant-Final Report Form 2020-21

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: Fort Worth International

Project Number: P-5036

Project Title: Dictionary's for 3rd Graders

Project Description

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

Every year the Fort Worth International Rotary Club gives dictionaries to up to 4 intercity Schools in the Fort Worth ISD to be distributed to more than 90 third grade students to help improve literacy. The funds in this project will go towards purchasing the dictionaries.

Members of the Fort Worth International Rotary Club will go to each school and personally meet with all the 3rd graders and their teachers, the club members will help the students learn how to understand how to find knowledge in the dictionary.

2. How many Rotarians participated in the project? 3 to 7, depends on date and School

3. What did they do? Please give at least two examples.

We give each Student a personal Dictionary, show the student how to look up words and how to find other information within the Dictionary

Our Members sit with the students and guide them through the dictionary

Our members also have each student write their name on the inside front cover

4. How many Non-Rotarians participated in the project? Each School has their Teachers and support school staff assist in the projects, any where from 4 to 25 per school.

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

Providing the student with their own dictionary, over the years we have had several members of our club work as councilors in RYLA and many students as high school JR's and SR's who are in RYLA will let them know they still have their personal Dictionary they got when they were 9 years old.

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	Amount
1. District Grant funds received from the District	360.00
2. Other funding (specify) Rotary Club FTW International	360.00

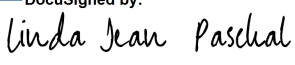
3.	
Total Project Income	720.00

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

Vendors/Non-profit Expenditures: List	
Total Project Expenditures	720.00

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

DocuSigned by:

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Date: **March 4, 2024**

Print name, Rotary title, and club

Linda Jean Paschal, Club President 2023-24

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