



## District Grant Report Instructions

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

- Step 1: Complete each section of the attached form. Scan and attach all related documents and receipts related to the project. Complete this report within two weeks of project completion. Project Deadline is May 15, 2015. You must have your project completed to be eligible for any grant funds for the upcoming Rotary year.
- 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 Dale Schultz, [dschultz1949@gmail.com](mailto:dschultz1949@gmail.com) or District Rotary Foundation Chair Scott McLaughlin, [scott@heartlandhosting.com](mailto:scott@heartlandhosting.com).

### Please note the following:

- Reports **MUST** be submitted using the form below. After completing the form, save as a PDF document and upload to the Documents Tab of your respective project number on [www.MatchingGrants.org](http://www.MatchingGrants.org). Retain a copy of the entire report for your records.
- Clubs should retain original receipts for all grant-funded expenditures and upload to the Documents Tab of your respective project number on [www.MatchingGrants.org](http://www.MatchingGrants.org). 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 uploaded to the Documents Tab of your respective project number on [www.MatchingGrants.org](http://www.MatchingGrants.org).

# Individual Project Report

Scan and return this completed form to either to The District Grant Chair Dale Schultz, [dschultz1949@gmail.com](mailto:dschultz1949@gmail.com) or District Rotary Foundation Chair Scott McLaughlin, [scott@heartlandhosting.com](mailto:scott@heartlandhosting.com).

Rotary Club: McCook Club 1494  
 Project Title: McCook Rotary Club Dictionary Project Project 564  
 Progress report  Final report

## Project Description

- 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?  
 The census of 3rd graders in the county is taken and that number of dictionaries is ordered. Just prior to when they are distributed to the four locations in the county in mid December Rotarians gather to adhere 3 stickers and insert a letter to the child's parents. In the 3rd grade classes Rotarians present each child personally with his/her dictionary. The Rotarians spend time with the proud new dictionary owners looking up words like truth, fair, goodwill and beneficial. The three stickers are Book ownership, 4 Way Test and Who in the club donated financially toward the project.
- How many people benefited from this project? 127 3rd graders and 7 Rotarians
- Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?  
 There were 156 third graders in Red Willow County who received the 156 dictionaries. Each of the children was able to have his/her own personal dictionary to take home and use during their homework projects. The humanitarian need met was literacy in the Red Willow County schools.
- How many Rotarians participated in the project? 9
- What did they do? Please give at least two examples, not including financial support provided to the project.  
 One Rotary's company contributed the \$500 toward the Club's contribution. Several Rotarians stickered the dictionaries and inserted a letter prior to distribution. Two to four Rotarians went to each of the four third grades and presented the dictionaries then went through the 4 Way Test and demonstrated how to use the dictionaries.
- If a cooperating organization was involved, what was its role?  
 MCC (McCook Community College) was the location where the dictionaries were stored, assembled with stickers, 4 way test, letter to parents and made ready for delivery to the four schools.

## Financial Report (District must retain receipts of all expenditures for at least five years)

Currency Used: \_\_\_\_\_ Exchange Rate: \$1.00 = 1 USD

### 7. Income

Sources of Income	Currency	Amount
1. District Grant funds received from the District	\$1,000.00	\$1,000.00
2. Other funding (specify) <u>Red Willow CO. Farm Bureau made this donation to the project</u>	500.00	1,500.00
3. <u>7 extra dictionaries were purchased by Rotarians</u>	77.00	1,577.00
<b>Total Project Income</b>	1,577.00	1,577.00

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

Budget Items	Name of Supplier	Currency	Amount
1. 138 Dictionaries	Dictionary Project. LLC	\$1,518.00	\$1,518.00
2. supplies (postage)	L&B Johnson P.C. (Rotarian)	11.22	1,529.22
3.			
4.			
5.			
<b>Total Project Expenditures</b>		1,529.22	1,529.22

## Certifying Signature

There are five dictionaries left for next year's project

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: 4/14/2015  
 Print name, Rotary title, and club Steve Batty - Grand Coordinator, McCook Club

To be completed by the District Rotary Foundation Committee Chair:  
 District Grant # \_\_\_\_\_ Individual Project Report # \_\_\_\_\_