



## District Grant FINAL Report Instructions for Rotary Year 2015-2016 Rotary District 5630

### 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, 2016. 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 FINAL Report 2015-2016

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: O'Neill  
 Project Title: Meals on Wheels Support – Project P879  
 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?  
 District grant payment of \$1,000 received and deposited in club bank account. \$2,400 was added to this amount and a check for \$3,400 was delivered to the Golden Age Senior Center for purchase of a year's supply of packaging trays used in the hot meals delivery program.
- How many people benefited from this project? 50 +
- Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?  
 Home bound senior or disabled community residents benefit from the delivery of hot, nutritious meals to their residences. This service provides a humanitarian need in the area of disease prevention and health.
- How many Rotarians participated in the project? 60
- What did they do? Please give at least two examples, not including financial support provided to the project.  
 The club's community service committee organized the sign up of Rotarians. Volunteer Rotarians have committed to deliver meals on wheels for one week each month. This involves eight Rotarians a day for five days to deliver meals to residents on four separate delivery routes. Delivery weeks for January, February, March, and April have been completed.
- If a cooperating organization was involved, what was its role?  
 The Golden Age Senior Center prepares and packages the meals.

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

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

### 7. Income

Sources of Income	Currency	Amount
1. District Grant funds received from the District	1,000	1,000
2. Other funding (specify) O'Neill Rotary Club funds	2,400	2,400
3.		
<b>Total Project Income</b>	3,400	3,400

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

Budget Items	Name of Supplier	Currency	Amount
1.			
2.			
3.			
4.			
5.			
<b>Total Project Expenditures</b>			

## Certifying Signature

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 *Dian Edwards* Date: 04-08-2016  
 Print name, Rotary title, and club Dian Edwards, Community Service Chair, O'Neill Rotary Club

To be completed by the District Rotary Foundation Committee Chair:

District Grant # \_\_\_\_\_

Individual Project Report # \_\_\_\_\_