



## 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: Chappell  
 Project Title: P-890 RYLA Participant  
 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?  
Our Club wanted to be able to send another student to RYLA. With the help of this grant, we were able to send three from our club.
- How many people benefited from this project? 3
- Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?  
Josh Schievelbein, Jessie Straber, and Keith Everitt were able to attend the RYLA camp. They all had a tremendous time and reported back to our club very positively about their experiences.
- How many Rotarians participated in the project? 10
- What did they do? Please give at least two examples, not including financial support provided to the project.  
To raise money for this project, we made burritos at two different club meetings, so everyone gets involved with the project. We did this two different times since we sold the burritos at the Downtown Christmas Celebration that is held in Chappell in December and at a home basketball game at Creek Valley High School also in December. These two fundraisers netted us \$700.
- If a cooperating organization was involved, what was its role?  
N/A

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

Currency Used: \$1,050 Exchange Rate: 1 = 1 USD

### 7. Income

Sources of Income	Currency	Amount
1. District Grant funds received from the District		\$350
2. Other funding (specify) Club fundraisers		\$700
3.		
<b>Total Project Income</b>		<b>\$1,050</b>

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

Budget Items	Name of Supplier	Currency	Amount
1. Great Plains RYLA	Great Plains RYLA		\$1,050
2.			
3.			
4.			
5.			
<b>Total Project Expenditures</b>			<b>\$1,050</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 \_\_\_\_\_ Date: 04/28/16  
 Print name, Rotary title, and club Connie Loos, President, Chappell Rotary Club

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To be completed by the District Rotary Foundation Committee Chair:

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

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