

Rotary District 5790

Checklist for District Grant Final Report

Checklist of required materials to be submitted before grants are closed.

P – 3618 Ministerial Alliance Food Bank

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:

- X A completed final report with all necessary signatures and form dated.
- X A detailed listing of all monies spent (Date purchased, check number, payee, payer, purpose of expenditure and date of delivery if applicable)
- X A copy of **cancelled checks with endorsement and bank statement** showing payment.
- X A copy of all invoices with appropriate dates.
- X Invoices must be marked paid, with check number, dated and signed or they are not documentation of funds spent.
- X Proof of payment must accompany all receipts, and the **Rotary club is to be the payer on all checks written.**
- X **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.
- X No project is to benefit any Rotary club or Rotarian
- X 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: Rotary Club of Iowa Park

Project Number: P-3618

Project Title: Ministerial Alliance Food Bank

Project Description

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

COVID-19 imposed significant additional demands for food throughout the community. The Iowa Park Rotary Club provided funds to the Ministerial Alliance (The Food Bank and Commodity program) to help alleviate hunger, to citizens needing such help, in the Iowa Park community.

The Ministerial Alliance was able to purchase a large commercial refrigeration unit to enable them to store various types of food items requiring refrigeration. As a result, they have increased capability and capacity they had never had before now. The impact of this project will be significantly felt by those people in the community that receive, not only the food they have grown accustomed to, but, also, they are now receiving refrigerated items not previously available. The project took place at the Ministerial Alliance Food Bank located at the First United Methodist Church in Iowa Park which serves those citizens in need in the Iowa Park community.

2. How many Rotarians participated in the project? 2

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

One participant is a member of the church who helped coordinate the project, remodel an area in the food bank to enable the installation of a large commercial refrigeration unit.

The other participant was instrumental in managing the grant process, between the Ministerial Alliance and the Rotary Club of Iowa Park, to procure sufficient funding for the project.

4. How many Non-Rotarians participated in the project? 5

These participants helped with any remodeling that was required.

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

The Food Pantry now has refrigerated storage it previous did not have. This enhances the type of food, and the quantity of food, that the Food Pantry can provide. This significantly increases the quantity and the quality of food provided to more people in need, within the community, for many years to come. This will also help the Ministerial Alliance to receive more funding from generous donors in the community to provide more food to help offset the increased demand brought about not only by COVID-19 but also by a significant snow storm that severely impacted the whole community.

6. If a cooperating organization was involved, what was its role? The Food Pantry is on the premises of the First United Methodist Church. Church members operate the food pantry.

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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	\$1,000.00
2. Other funding (specify) Rotary Club of Iowa Park Match	1,000.00
3. Spares & Prayers Sunday School Class – FUMC of Iowa Park	689.00
Total Project Income	\$2,000.00 \$2,689.00

8. Expenditures (please be specific and add lines as needed)	
Vendors/Non-profit Expenditures: List	
XXXXXXXXXXXXXXXXXXXX	\$2,689.00
Check to IP Ministerial Alliance	\$2,000.00
Total Project Expenditures	\$2,000.00 \$2,689.00

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 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: May 28, 2021

Print name, Rotary title, and club

Lawrence D. Petrash, Club Rotary Foundation Chair
Rotary Club of Iowa Park

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

WICHITA RESTAURANT SUPPLY

1122 SCOTT/ ZIP 76301
 940-766-4389 PHONE

Invoice

Date	Invoice #
3/17/2021	58955

Bill To
FIRST UNITED METHODIST CHURCH 201 E BANK IOWA PARK, TX 76367

Ship To
201 E BANK

P.O. Number	Terms	Rep	Ship	F.O.B.	Project
ROBERT	Due on receipt	LAB	3/17/2021		

Quantity	Item Code	Description	Price Each	Amount
1	SPECIAL ORDE...	ATOSA MODEL: MBF8507GR REFRIGERATOR REACH IN 115/60/1	2,689.00	2,689.00

Subtotal	\$2,689.00
Total	\$2,689.00
Payments/Credits	\$0.00
Balance Due	\$2,689.00

Fax #
940-322-5342

Web Site
www.wichitasupply.com

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PI*

Subtotal	\$2,689.00
Total	\$2,689.00
Payments/Credits	-\$2,689.00
Balance Due	\$0.00

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