



District/Governor's/Rotaract Grant Final Report 2021-2022

This report must be completed and uploaded on matchinggrants.org within 30 days after completion of the project but no later than 2 years after the date of approval of the project. For scholarships, the report is due 30 days after payment of funds.

District Grant # (from matchinggrants.org) [P-3703](#)

Rotary Club: [Fort Collins Foothills Rotary](#)

Project Title: [Christmas Holiday Baskets](#)

Project Description:

1. Is this a scholarship governor's grant report? Yes ___ No X (If yes, go directly to line 16)
2. Briefly describe the project. What was done and where did the project activities take place? Explain how the beneficiaries and other community members were involved?

[Our Christmas Basket program reaches out to partnering agencies such as Catholic Charities, United Way and Project Self-Sufficiency to identify well deserving families who are in need of food during this season. We work with the Larimer County Food Bank to see what they have for us to distribute as well. This year we would like to serve 70 families.](#)

[To fund this annual event we ask our donations from our club \(since we are not meeting in person, a portion of our regular dues are used as community donations\). Below is a list of what we include in the Christmas Baskets. Each year the basket varies based on the availability from the food bank, whatever we don't get from the food bank we purchase at a local grocery store:](#)

- [-Ham](#)
- [-Bag of Potato's](#)
- [-Bag of Flour](#)

- Bag of Sugar
- (2) gallons of milk
- (4) cans of vegetables
- Butter
- Cheese
- (2) loafs of bread
- Dozen Eggs
- Gravy packets
- (2) cans of peaches
- apple juice
- peanut butter

Volunteers

During the weeks prior to the Basket Delivery date we have volunteers that help with distribution. The food is delivered to the family in need by our Rotarians and their families. The distribution of the meals usually takes less than 2 hours per volunteer, typically the Saturday before Christmas.

Prep Day:

The day prior to the distribution, all the food is picked up from the food bank and grocery store. We meet at a local business where we have space for putting together the food baskets for distribution. We usually have 4 to 5 volunteers to get all the food into each of the baskets (grocery bag or box) in a couple of hours.

Distribution Day:

Our club distributes the Christmas Baskets the weekend prior to Christmas. We usually have our delivery volunteers meet at the business where the baskets are put together. Each delivery volunteer will get an address/map for their basket delivery, usually 2 to 3 baskets per volunteer. The entire distribution is done within a few hours. Our club members and families look forward to participating in this great project for our community each year.

3. How many Rotarians participated in this project? **40**

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

Packed meal baskets, in addition to managed delivery to needy families. We also helped clean up the area after the event.

5. How many non-Rotarians benefited from this project? **70 families**

6. Who are the beneficiaries and what is the expected long-term community impact of this project?

70 families received holiday meals and groceries. This helped to alleviate the impact of the economic shutdown and helped families cope with more handle on expenses for the holiday.

7. If a cooperating organization was involved, what was their role?

None

8. Income:

Income Source	Amount
District Grant	\$3,500.00
Boy Scout Donation	\$500.00
Extra club donations	619.61
Total Project Income	\$4,619.61

9. Expenditures: (number receipts starting with 1 and indicate a receipt # (s) for each expenditure) (Do not include travel expenses)

If international project convert amounts to US dollars	Receipt # (s)	Budgeted Amount	Actual Amount
Groceries \$655.63+\$799.49+\$38.61	1	\$1,493.73	\$1493.73
UHaul	1	\$40.00	\$40.00
Donuts for volunteers	1	\$27.88	\$27.88
Donation to Food Bank	2	\$2,438.39	\$3,058.00
Total project expenditures		\$4,000.00	\$4,619.61

10. Please explain any variance of more than 5% between the budgeted amount and the actual amount including the reason for the variance and why the alternative was chosen.

11. Project score (5=strongly, 4=agree, 3= neutral, 2=disagree, 1=strongly disagree)

	Project Score	Comments
The overall project was successful	5	
The grant process worked well	4	
My interaction with partner clubs was good	5	
We achieved the results we expected	5	

12. Did you upload photos in your project on matchinggrants.org under the Photos tab? (If not, please do so) **Yes**

13. What worked well on this project and why?

Well organized and executed. Good leadership. Good volunteers eager to serve.

14. What did not work well and how would you suggest improving it?

Assembly line could be optimized before compiling grocery bags

15. How was this project publicized?

Through club communications. We worked with community service organizations to get names for those families receiving the baskets, but outside of getting internal volunteers, we did not publicize.

16. Scholarship Governor's grant only

- a. Name of scholarship awardee _____
- b. Current school _____
- c. University of college they will be attending _____
- d. Course of study _____
- e. Starting date _____

Project Inventory

Please list all items provided in this grant that are over \$500 in value and are not expendable.

Item Purchased	Date of Purchase	Cost	Initial Destination/ Location	Comments
none				

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 the information contained herein is true and accurate. Receipts for all grant-funded expenditures are attached. 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 to the photographs, including copyright, and hereby grant the District, RI and TRF a royalty free irrevocable license to use the photographs now or in the future, through the District and the world in any manner it so chooses and in any medium now known or developed. This includes the right to modify the photographs as necessary in the District's and 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 the District, RI, and TRF.

Please attach all receipts or an invoice and a copy of the check used to pay the invoice. Funds over \$100 not used must be returned to the district grants treasurer.

Certifying signature of primary contact [Janet Peterson janetpeterson10@gmail.com](#)
Date: [4/12/22](#)

Print name [Janet Peterson](#)

Upload this report on matchinggrants.org in .pdf format only