

## Club Grant Individual Project Report—District 5220

Return this completed form by March 5, 2018. Mail to Dave Mantooth, 1716 Concord Ct., Escalon, 95320 or e-mail to davevantooth@gmail.com.

Rotary Club: \_\_\_\_\_  
 Project Title: \_\_\_\_\_

### Project Description

- Describe the project. What was done, when, and where did project activities take place?
- How many people benefited from this project? \_\_\_\_\_
- Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?
- How many Rotarians participated in the project? \_\_\_\_\_
- What did they do? Please give at least two examples, not including financial support provided to the project.
- If a cooperating organization was involved, what was its role?

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

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

#### 7. Income

| Sources of Income                              | Currency | Amount |
|--|----------|--------|
| 1. Club Grant funds received from the District | US\$     |        |
| 2. Other funding (specify)                     | US\$     |        |
| 3.   |          |        |
| <b>Total Project Income</b>                    |          |        |

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

| Budget Items                                     | Name of Supplier | Currency | Amount |
|--|------------------|----------|--------|
| 1.   |                  | US\$     |        |
| 2.   |                  |          |        |
| 3.   |                  |          |        |
| 4.   |                  |          |        |
| 5.   |                  |          |        |
| <b>Total Project Expenditures</b>                |                  |          |        |
| Note: Total Income must equal Total Expenditures |                  |          |        |

### Certifying Signature

By signing this report, I confirm that to the best of my knowledge these Rotary Foundation 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: \_\_\_\_\_

Print name, Rotary title, and club \_\_\_\_\_

.....  
 Please provide the name and address that you would like the Rotary Foundation allocation to be mailed to when this final report is approved:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Checklist for Club Grant Final Report

**Note: Only submit the final report when you have checked off all 7 items. If you fail to complete this form, your final report will be returned to you.**

\_\_\_\_\_ Sources of Income—Does the amount listed in Item 1—Club Grant funds received from the district equal the amount listed on your original club grant application (use only full dollar amounts, no cents)?

\_\_\_\_\_ Are all other sources of income listed and the total of all other sources of income is at least twice the amount in Item 1—Club Grant funds received from the district?

Note: If the final project is less than the original application submitted in April, 2017, it is possible that the club may not receive the full allocation that was originally approved.

\_\_\_\_\_ Are all expenses listed?

\_\_\_\_\_ Does the amount listed for Total Project Income equal (=) the amount listed for Total Project Expenditures.

\_\_\_\_\_ Are receipts for all expenses attached and itemized? If you have a large number of store receipts, have you added a summary list of the totals to make it easier to review?

(Note: A bill or invoice is not a receipt. A bill with a picture of a cancelled check can be used as a receipt. The Rotary Foundation requires proof of payment.)

\_\_\_\_\_ Is there a certifying signature and date on the report?

\_\_\_\_\_ Have you listed an address where you want the district check to be sent? For grants with multiple partners, have you listed the addresses for all partners?

If you have questions about any of the above, please contact Grants Chair Dave Mantooh at [davemantooh@gmail.com](mailto:davemantooh@gmail.com).

I have reviewed my report and confirm that all 7 items listed above have been addressed.

\_\_\_\_\_  
Signature