



2024-25 DISTRICT GRANT PROJECT FINAL REPORT

Grant # P-_____ Progress Report ☐ Final Report ☐ Date _____

Project Title: _____

Club Name: _____

Project Description:

1. 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?

2. 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?

4. How many Rotarians participated in the project? _____

5. What did they do? Please give at least two examples, not including financial support provided to the project.

6. If a cooperating organization was involved, what was its role?

Financial Report

(Your Club & District must retain receipts of all expenditures for at least five years)

Income (7) & Expenditures (8) must be equal

7. Income

Sources of Income	Currency	Amount
Total Project Income		

8. Expenditures (please be specific and add separate page as needed)

Budget Items	Name of Supplier	Currency	Amount
Total Project Expenditures			

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 indicated in the Project Application and in accordance with Rotary Foundation 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.

Final Report Documents:

___ This report with signature and date.

___ All proofs of payment and invoices uploaded to website

One or more of the following:

Checks – copies of the front and back

Credit Card statements

PayPal receipts

Bank statement showing check having cleared

___ We have uploaded photographs of the project to the project website

___ We have entered at least 15 goals for our Club on Rotary Club Central

___ Our Club is Grant-Certified

___ Our Club has paid July 2023 and January 2024 RI and District Dues

___ We have entered our Club Officers in the Club Executives Section of our Club on the District website.

___ Our Club is current on all due Global Grant and District Grant reports

___ We have entered our Project on Rotary Showcase.

All our promotional and publicity materials for the project are in compliance with Rotary Brand guideleines.

Certifying Signature  Date: _____

Print Name: _____ Rotary Title: _____

Club President Signature:  Date: _____

Print Name: _____

Complete this form and upload to your Project Documents area on matchinggrants.org

Verifiable Electronic Signatures are acceptable.