**Appendix D**

#### Rotary District 5970 Community or International Grant Individual Project Report Return this completed form to your District Rotary Foundation Chair and Grant Committee Chair at grants@district5970.org

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

**Interim Report:   \_\_\_\_\_\_  Due January 1st**

**Final Report: \_\_\_\_\_\_  Due May 31.  Project must be complete by June 1.**

**1. Describe the project. What was done, when, and where did project activities take place?  Attach photos of completed project.**

**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 (District must retain receipts of all expenditures for at least five years)**

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

**7. Income**

|  |  |  |
| --- | --- | --- |
| **Sources of Income** | **Currency** | **Amount** |
| **District Community Grant Funds received from the District** |  |  |
| **Other (specify)** |  |  |
| **Total Project Income** |  |  |

**8. Expenditures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Items** | **Name of Supplier** | **Currency** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total Project Expenditures** |  |  |

**9. Include copy of cancelled check(s) payable to vendor(s) from Club.**

**10. Include copy of invoice(s) for payment in amount at least as great as total project.**

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 Rl and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant Rl 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 Rl'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 and Rotary Title and Club:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be completed by the District 5970 Foundation Committee Chair

District Grant # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Individual Project Report # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_