

The
Rotary
Foundation



Rotary 6250 District Grant Final Report Form

Club Name: Click or tap here to enter text.

Project Name: Click or tap here to enter text.

Grant # Click or tap here to enter text.

Final Report Directions

**This document contains the same elements and instructions as the Final Report (Appendix A) document within the D6250 District Grant Application packet.*

An approved Final Report and all documentation is required to be submitted to the District Grants Subcommittee Chair electronically by May 15 of the current Rotary year. Reports must be completed by primary supporting club Rotarians. For consistency purposes, please use only **US\$ currency** for the whole report. The report must be completed in English. If there are unused District match funds, please contact the District Grants Subcommittee Chair or District Foundation Chair.

Final Reports must include but are not limited to:

- Banking account statements showing project funds deposited and project funds spent
- Paid purchase receipts
 - All receipts **MUST** be dated
 - All expenses **MUST** be incurred **AFTER** project approval notification
- One photograph of the project in JPG format, along with a caption or brief narrative and date
- Short article (approx. 150-words) with picture(s) for use by Rotary International District 6250, Inc.

Keep a copy of each report for your records, along with receipts for all expenditures, for a period of at least 3 years following closure of the grant. This can be done electronically.

If a project clearly demonstrates Rotarian involvement and is worthy of publication, you may choose to add your project to the Rotary Showcase available on the RI website at https://map.rotary.org/en/project/Pages/project_showcase.aspx. Please attach action photos showing the beneficiaries or showing active Rotarian involvement.

Email Final Report documents and any questions regarding your Final Report to the District 6250 District Grants Subcommittee Chair. It is helpful to include your club name in the Subject line.

Liz Evans

D6250Grants@gmail.com

Final Report Checklist

An Approved Final Report and all documentation are required to be submitted to the District Grants Subcommittee Chair Electronically by May 15 of the current Rotary year. Reports must be completed by Rotarians from the primary club.

	Club	District Review
Final Report Form (Appendix A) is complete	<input type="checkbox"/>	<input type="checkbox"/>
Project Income and Expense form is complete and reported in US Dollars	<input type="checkbox"/>	<input type="checkbox"/>
Copies of bank account statements showing income and payments are attached	<input type="checkbox"/>	<input type="checkbox"/>
Copies of purchase receipts are attached	<input type="checkbox"/>	<input type="checkbox"/>
At least one photograph in JPG format has been emailed as an attachment to the District Grant Subcommittee Chair	<input type="checkbox"/>	<input type="checkbox"/>
A short article (approx.. 150 words) about the project and a caption for the photograph has been emailed to the District Grant Subcommittee Chair	<input type="checkbox"/>	<input type="checkbox"/>
Final Report Signature Page is completed and attached	<input type="checkbox"/>	<input type="checkbox"/>
If applicable: A screenshot of the average exchange rate for the project duration is attached	<input type="checkbox"/>	<input type="checkbox"/>

Appendix : District Grant Final Report Form

District Grant # Click or tap here to enter text. **Individual Project #**Click or tap here to enter text.

Primary Rotary Club: Click or tap here to enter text.

Project Title: Click or tap here to enter text.

Project Description

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

Click or tap here to enter text.

How many Rotarians participated in the project?

Click or tap here to enter text.

What did participating Rotarians do? Please give at least two examples.

Click or tap here to enter text.

How many non-Rotarians benefited from this project?

Click or tap here to enter text.

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

Click or tap here to enter text.

If a lead cooperating organization was involved, what was its role?

Click or tap here to enter text.

Financial Report

Fill out project income and expenses using US Dollars. Add lines as needed. If receipts are not in US Dollars, please provide a screenshot of the average exchange rate while the project was being completed.

Income		Amount
1	District Grant Funds Received from Rotary International District 6250, Inc.	
2		
3		
4		
	Total Project Income	

Expenses (be specific)		Amount
1		
2		
3		
4		
5		
6		
7		
	Total Project Expenses	

If there are unused District Match funds to be returned, please contact the District Grants Subcommittee Chair or District Foundation Chair for further information on reimbursement.

Final Report Signature Page

By signing this report, I am making a number of representations:

- a) 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.
- b) I **confirm** that to the best of my knowledge all information contained in this report is true and accurate.
- c) I **confirm** that to the best of my knowledge receipts for all grant-funded expenditures have been provided to the district.
- d) I **understand and agree** that all photograph(s) submitted in connection with this report will become property of Rotary International and will not be returned.
- e) I **warrant** that I own or have been given authority to exercise all rights in the photograph(s) including copyright.
- f) I hereby **grant** Rotary International and The Rotary Foundation a royalty-free irrevocable license to use the submitted photograph(s) now or at any time in the future throughout the world in any manner it chooses and in any medium now or later developed. This includes the right to modify the photograph(s) as necessary in Rotary International's sole discretion, and this also includes the right of use without limitation, on or in websites, magazines, brochures, pamphlets, exhibitions, and/or any other materials of Rotary International and The Rotary Foundation.

The term "**warrant**" in clause (e) above means that in the event that any expense or liability should arise in a dispute relating to ownership of the rights relating to the photograph(s), you agree to assume all related costs of resolution of such a dispute and to hold Rotary International, The Rotary Foundation and all other interested entities or individuals harmless.

Certifying Signature:

Date:

Print Name:

Rotary Title:

Club Name: