



## District 6510 Simplified Grant Club Report Instructions

- Progress or completion reports are required to be submitted to the District Simplified Grants Committee Chair no later than February 1 of the Rotary Year in which the grant was awarded. For example, if the award for Rotary Year 2012-2013 is made in July of that Rotary Year, the report is due by February 1. Clubs are encouraged to submit the final report by February 1, but it is recognized that some projects may require an exception; therefore a progress report may be submitted in accordance with the District 6510 Terms And Conditions. In those few cases, a final report is required within two months of the full expenditure of grant funds, but no later than April 1 of that same Rotary Year.
- Each club must submit at least five pictures in electronic format to the District Simplified Grant Chair as an attachment to the report. The action photos should reflect the project, its beneficiaries, or show active Rotarian involvement. Please submit on a common media such as a DVD-R or DVD-RW. They may also be sent by e-mail to the current DSG Chair or DRFC to be received no later than February 1 of the same Rotary Year.
- Keep a copy of each report for your records, along with receipts for all expenditures, for a period of at least 5 years following closure of the grant.
- Do not send receipts to the District Simplified Grants Committee Chair unless requested.
- For final reports: If there is less than US\$50 remaining, please spend it on eligible project items. If there is more than US\$50 remaining, it must be returned to the District Simplified Grant Committee Chair for credit back to the District's DDF account.

District Simplified Grant # \_\_\_\_\_

Individual Project Report # \_\_\_\_\_

To be completed by Club Rotarians; return this form to the District Simplified Grant Committee Chair.

Rotary Club: \_\_\_\_\_

Project Title: \_\_\_\_\_

Progress Report     Final Report

**Project Description**

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

2. How many Rotarians participated in the project? \_\_\_\_\_

3. What did they do? Please give at least two examples. \_\_\_\_\_

4. How many non-Rotarians benefited from this project? \_\_\_\_\_

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

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

**Financial Report** (District must retain receipts of all expenditures)

7. Income	Amount
1. District Simplified Grant funds received from the District	
2. Other funding (specify)	
3.	
<b>Total Project Income</b>	

8. Expenditures (please be specific and add lines as needed)	Amount
1.	
2.	
3.	
4.	
5.	
6.	
7.	
<b>Total Project Expenditures</b>	

9. By signing this report, I confirm that to the best of my knowledge these District Simplified 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. Receipts for all grant-funded expenditures will be maintained for at least five years.

Certifying Signature \_\_\_\_\_ Date: \_\_\_\_\_

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