

District Grant Report Instructions (form starts on the next page)

1. Interim report is due February 1.
2. Final report is due May 30. Note: All financials must be completed and reported at this time. In certain instances, however, permission may be granted by the District Foundation Chair and District Grants Coordinator for the club to extend work on the District grant. If such permission is given, the extension will be for NO LATER THAN October 1 of the following Rotary year. In other words, for the 2018-19 Rotary year, final reports are due May 30, 2019, and any extensions will be for no later than October 1, 2019.
3. Receipts are to be attached to the final report.
4. Reports and receipts must be filed electronically to the Grants e-mailbox: grants@rotary7780.org
5. If unspent cash balances remain, a check for the full amount must be attached and made payable to **Rotary District 7780 Foundation**. The check should be mailed to the District Foundation Treasurer: Fred Burgess, Regent Financial Services, 18 Pleasant Street, Brunswick, ME 04011.

Note: The District has agreed to serve as the official repository of all reports and receipts (five-year retention). However, clubs are strongly encouraged to maintain local back-up files consistent with the club's Financial Management Plan.

Rotary District 7780 – District Grant Report

Rotary Club:

Project Title:

___ Progress report (due Feb 1) ___ Final report (due May 1)

Project Description:

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

How many club members participated in the project? _____

What did they do? Please give examples.

How many non-Rotarians benefited from the project? _____

What is the expected long-term community impact as a result of this project?

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

Describe the publicity that Rotary received from this project.

Financial Report

Income: Be specific and add lines as needed

District Grants (rec'd from District):	\$
Club Cash (minimum of \$500)	\$
Other income (be specific):	
Total Income:	\$

Expenditures: Be specific and add lines as needed. Receipts must be attached to final report.

	\$
Total Expenditures:	\$

Budgeted money left unspent (if any): \$ _____

Determine "fair share" to return to District. (If District Grant funds were one-third of total income, fair share to return would be one-third of unspent funds.): \$ _____

Please write a check for that amount and mail to: **Rotary District 7780 Foundation** and mail to the Foundation Treasurer, Fred Burgess, 18 Pleasant Street, Brunswick, ME 04011.

By signing this report, I confirm to the best of my knowledge, that 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. Receipts for all grant-funded expenditures have been provided to the District. I also understand that all photographs submitted in connection with this report will become the property of RI. I warrant that I own all right in the photographs, including copyright, and hereby grant RI and TR 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 or later developed. This includes the right to modify the photographs as necessary in RI's sole discretion. This also includes, without limitation, use on or in the websites, magazines, brochures, pamphlets, exhibitions and other promotional materials of RI and TRF.

Certifying signature: _____ Date: _____

Print name/Rotary club position _____

Club name: _____