



Rotary International District 5960, Inc.

Complete and return two signed copies,
with all documentation to:

District Grant Club Report Form

Margie Horning

Grants Team Leader

Reporting Instructions

- **REPORT MUST BE TYPED**
- Progress Reports are required every 6 months from the date of approval, and a Final Report is required within 2 months of the full expenditure of grant funds. Reports are to be completed by Rotarians.
- Complete and return **two signed** copies with all documentation to the D-5960 Grants Team Leader. This **includes**, but is not limited to, banking account statements, proof that the club paid the expenses and paid purchase receipts.
- 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.
- Do **not** send the report or receipts to TRF unless requested.
- For consistency purposes, please use only **US\$ currency** for the whole report.

Please note that in addition to the Progress Report and/or Final Report:

- Electronically provide your grant Mentor and/or D-5960 Grants Team Leader with at least one photograph of the project in JPEG format, along with a caption or brief narrative and date.
- An article with picture(s) for display at Rotary International District 5960, Inc. events (The Rotary Foundation Event, Midterm, Conference of Clubs, and/or Rotary One Summits) and used in district publications is required.
- If a project clearly demonstrates Rotarian involvement and is worthy of publication, you may choose to complete an RI News-tip Form, available on the RI website at www.rotary.org/myrotary. Please attach action photos showing the beneficiaries or showing active Rotarian involvement.

Complete and return two signed copies with all documentation to:

**Ms. Margie Horning
Grants Team Leader
13810 - 26th St. N
Stillwater, MN 55082**

DISTRICT GRANT CLUB REPORT FORM

Progress Report Final Report

District Grant # _____ **Individual Project #** _____

Primary Rotary Club _____

Project Title: _____

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. How has the project provided community members with specific skills or knowledge that will allow them to help themselves?

7. If a cooperating organization was involved, what was its role? How was Rotary recognized?

8. Estimated volunteer hours to complete the project _____

Financial Report (add lines as needed; *District must retain copies of receipts for all expenditures*)

9. Income

Amount

1. District Grant funds received from Rotary International District 5960, Inc.	
2.	
3.	
Total Project Income	

10. Expenditures (please be specific and add lines as needed)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
Total Project Expenditures	

11. 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 herein 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 the property of RI 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 copyrights.
- f. I hereby **grant** RI and TRF 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 RI'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 RI and TRF.

The term "**warrant**" in clause (e) supra 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 RI, TRF and all other interested entities or individuals harmless.

Certifying Signature _____ Date: _____

Print Name _____

Print Rotary Title _____

Print Club Name _____