



**Rotary District 5170
District Grant Final Report
For
2010-2011
Instructions and Report**



Dear Project Chair:

The attached final report form is a writeable PDF form, which will expand as you write. The report must be typewritten. Please complete the form, print it and have your **current Club President** sign it. **Then forward it with this checklist and supporting documentation to your Grants Resource Leader, based on the Area your club in which your club is located.** The contact information for the resource leaders is at the bottom of this page.

Please complete this checklist and include it with your report and documentation:

Check Below	Item Description
	All sections of the report are complete
	The report has been signed by the current Club President
	The bank statement showing the grant deposit is included
	Receipts/documentation to support the expenses are included
	The income and expenditures are completed and equal each other
	A copy of the Future Vision Grants Account accounting is included
	Rotarian involvement in the project is clearly described
	If the project scope changed, an amended application was approved
	Other:

Please send your completed final report and this form to:

Areas 1 – 4:

Phil Dean
2163 Mercury Road, Livermore, CA 94550
(925) 455-4261 e-mail: D5170grants1to4@gmail.com

Areas 5 – 9:

Steve Henderson
518 Brewington Avenue, Watsonville, CA 95076
(831) 728-9540 e-mail: n8571v@gmail.com

2010-2011 District 5170

"District Grant" Final Report (Due Dec. 31, 2011)



*(Please **TYPE** all information, using additional sheets, as necessary-handwritten reports will not be accepted)*

To use this form:

1. Fill in appropriate fields.
2. Save the completed form by selecting "Save As" from the File drop-down menu. Select a new name and location for your reference.
3. Print a copy for your records.
4. Obtain required signatures.
5. Scan completed application and send or e-mail to your Area "Grants Resource Leader".

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?

(NOTE: Rotarian participation is required)

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. Club Opportunity Grant (COG) from District Simplified Grant	
2. Other funding (Club match, etc.)	
3.	
Total Project Income	

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

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

(NOTE: Total Project Expenditures must EQUAL Total Project Income)

9. By signing this report, I confirm that to the best of my knowledge these 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.

Certifying Signature (Club President) _____ Date:

Print name, Rotary title, and club

Please return this form with Expenditure receipts to your Grants Area Resource Leader:

Areas 1-4 Phil Dean, 2163 Mercury Road, Livermore, CA 94550

H: 925-455-4261 E-Mail: D5170grants1to4@gmail.com

Areas 5-9 Steve Henderson, 518 Brewington Ave., Watsonville, CA 95076

H: 831-728-9540 E-Mail: n8571v@gmail.com