

# Rotary District 5340 District Grants Program— How to Complete Your Club Grant

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Your Rotary Club has successfully completed the process to obtain a Rotary District Grant which is part of the District Rotary Foundation Programs. Your Club received a check as a match for your Club's donation of funds to complete your project.

Your Club will have until next March to complete your proposed District Grant, but it is strongly recommended that your Club complete the grant as soon as it is finished. Completing the grant (online [www.matchinggrants.org/district](http://www.matchinggrants.org/district)) means including all of the financial documents which show that the total amount of money you received has been matched by your club funds and has been spent for the purposes it was intended. You will need to convert those financial documents (receipts, canceled checks, invoices marked paid, etc.) to a PDF file to upload them to the website. Most scanners will do this for you. **April 1, 2015** is the deadline for District Grants to be completed for Rotary Year 2014-15,

You will also need to complete a one page Final Report which is available on the grants website. Again, it must be converted to a PDF file to upload it to the Documents page. When you have uploaded those two items (financial documents and the Final Report), you can click on "Reported" and that will trigger a review by the committee to mark the grant "Completed." We love to have photos uploaded on the Photos page as well.

If you have any questions, please contact me or your local "Grants Guru"—you can find them listed on the District webpage under the Rotary Foundation—click on Grants and click on Grants Guru.

From the entire District Rotary Foundation Committee, thank you to your club for "doing good" in the world—both locally and internationally. Your Club is making a difference for those who need a helping hand.