

District Grant-Final Report Form 2022-23

Upload this completed form to your grant record at www.matchinggrants.org/district.

For any questions contact District 5790 District Grant Sub-committee chair Dusty Babitzke
dustybabitzke@yahoo.com

Do not sent this form directly to Rotary International.

Rotary Club: Arlington Sunrise Rotary Project Number: P-4523
 Project Title: Christmas Stocking

Project Description

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

The club provided Christmas stockings to Thomten Elementary and Anderson Elementary Schools. Both schools are located in depressed areas in Arlington and the stockings may be the only Christmas some of the children may have.

2. How many Rotarians participated in the project? 45

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

- Week prior to handing out the stockings, the rotarians and volunteers met at Thomten to stuff the stockings for both schools.
- Next week rotarians met at both schools to hand out the stockings to the kids.

4. How many Non-Rotarians participated in the project? 20

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

The club has built strong ties to both schools and the children attending the schools. The staff, children appreciate the involvement of the club in supporting the school. We are a part of their community.

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

N/A

Financial Report (District must retain receipts of all expenditures)-The two yellow cells must be the same.

7. Income		Amount
1. District Grant funds received from the District		\$4,008
2. Other funding (specify) Rotary Club		\$18,244.52
3.		
Total Project Income		22,252.52
8. Expenditures (please be specific and add lines as needed) Vendors/Non-profit Expenditures List		
1. Sun 'N Sand Check #3802 (12/2/2022)		\$330.68
2. Ravi's Import Warehouse Check #3800 (12/1/2022)		\$9,877.44
3. Crown Wholesale Check #3794 (11/17/2022)		\$12,044.40
4.		
5.		
Total Project Expenditures		22,252.52

9. By signing this report, 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, and that all of the information contained herein is true and accurate. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF 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 known or later developed. This includes the right to modify the photograph(s) as necessary in RI's sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI and TRF

Certifying Signature

Sheri Hall

Date:

12/20/2022

Print name, Rotary title, and club

Sheri Hall, Foundation Chair - Arlington
Sunrise

When completed, please upload to the documents section of www.matchinggrants.org, mark your grant "Reported" and notify the District Rotary Foundation Grant Sub-Committee Chair (DGSC):

Dusty Babitzke: dustybabitzke@yahoo.com

Rotary District 5790

Checklist for District Grant Final Report

Checklist of required materials to be submitted before grants are closed.

Preparing and submitting a District Grant final report:

The "Primary Contact" for the District Grant will perform the steps below:

- Step 1: Insure that all sections of the Individual Project Report (Final Report) form must be completed. For club projects, the certifying signature must be provided by a member of the club.
- Step 2: If necessary, follow up with project contacts to complete missing report information or to address eligibility issues. (i.e. MOU, 990) Please refer to the DG Eligibility Guidelines.

Please note the following required from the clubs:

- ____ A completed final report with all necessary signatures and form dated.
- ____ A **detailed listing** of all monies spent (Date purchased, check number, payee, payer, purpose of expenditure and date of delivery if applicable). Think spreadsheet with invoices attached or something similar.
- ____ A copy of all invoices with appropriate dates.
- ____ Invoices must be marked paid, with check number, dated and signed or they are not documentation of funds spent.
- ____ Proof of payment must accompany all receipts, and the **Rotary club is to be the payer on all checks written.**
- ____ A copy of cancelled checks with endorsement in addition to the bank statements showing payment. In the case of electronic check payments, ACH payments or wire transfers, the documents and bank statements should be clearly documented.
- ____ When your **club check** is written to other **non-profit organizations**, a letter from that organization stating the amount, date of gift, and purpose for which the funds will be/were used.
- ____ Scholarship monies **cannot** be written to individual students. The monies must be issued to the college or institution of higher education. Documentation showing that the student is enrolled is required. A letter from the organization granting the scholarship on college/ high school letterhead stating the amount of funds and the actual use of the funds.
- ____ **No project is to benefit any Rotary club or Rotarian.**
- ____ The district procedure for retaining documentation of all grant information is housed on the www.matchinggrants.org website.

Please make it easy for the district grant chair to follow the money. Your grant is one of many.