

# 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)
- \_\_\_\_ A copy of **cancelled checks with endorsement and bank statement** showing payment.
- \_\_\_\_ 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.**
- \_\_\_\_ **In the instance of checks being 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's procedure for retaining documentation of all grant information is housed on the [www.matchinggrants.org](http://www.matchinggrants.org) website.

# District Grant-Final Report Form 2020-21

Upload this completed form to your grant record at [www.matchinggrants.org/district](http://www.matchinggrants.org/district).

For any questions contact District 5790 District Grant Sub-committee chair Dan Steele [dsteelerotary5790@gmail.com](mailto:dsteelerotary5790@gmail.com)

**Do not** sent this form directly to Rotary International.

Rotary Club: Champions Rotary Club

Project Number: P-5043

Project Title: Care Packages with LifeWorks

## **Project Description**

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

This project is two fold: 1) Champions Rotary will help assemble care packages with LifeWorks Community (an adult care center for mentally handicapped individuals with programs and activities centered around self care objectives, pre-vocational/communication objectives, community awareness and social skills objectives and many more). This program helps reinforce processes and sorting based on like products. Assembly will take place on November 9th, 2023 at the Life Works Community offices and will assemble 50 care packages.

These care packages will be to the benefit of PUSH program members, foster care graduates who are currently enrolled at University of North Texas. After foster care, these young adults often lose some of the support system they are afforded while in foster care. These care packages reinforce that they are still cared for and thought of, especially during midterms and holiday season.

2. How many Rotarians participated in the project? 15

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

Assemble the care packages

4. How many Non-Rotarians participated in the project? 15

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

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

PUSH program. Organizing delivery of the care packages

**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		350.00
2. Other funding (specify) Rotary Club		204.44
3.		
<b>Total Project Income</b>		<b>554.44</b>
8. Expenditures (please be specific and add lines as needed)		
Journals reimbursed to Allison Lansdowne on CH# 1659		39.06
Bags reimbursed to Allison Lansdowne on CH# 1659		100.60
Costco Snacks reimbursed to Allison Lansdowne on CH# 1659		269.22
DDF transferred to grant 5042		145.56
<b>Total Project Expenditures</b>		<b>554.44</b>

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

Justin Lemish

Date:

06/27/2024

Print name, Rotary title, and club

Justin Lemish, President, Champions Rotary Club

**When completed, please notify the District Rotary Foundation Grant Sub-Committee Chair (DGSC):**  
[dsteelerotary5790@gmail.com](mailto:dsteelerotary5790@gmail.com)