

# 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-5044

Project Title: Justin Food Bank

## **Project Description**

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

Champions Rotary has held a community and membership drive to provide Thanksgiving meals to 80 families in conjunction with Justin Food Pantry. Meals include cranberry sauce, fruit cocktail, stuffing, pumpkin, soup, sweet potatoes, gravy, corn and more. The requested amount for funding covers 80 bags of rolls (shelf stable) and 80 5 lb bags of potatoes. Club contribution amount below does not take into consideration donations made by community and members.

2. How many Rotarians participated in the project? 30

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

Purchase, organize and deliver food

4. How many Non-Rotarians participated in the project? 0

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

Providing the local community with a food source

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

Justin Food Pantry. Benefits their customers.

## **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	450.00
2. Other funding (specify) <u>Rotary Club</u>	450.00
3.	
<b>Total Project Income</b>	<b>900.00</b>
<b>8. Expenditures (please be specific and add lines as needed)</b>	
<u>Rolls reimbursed to Allison Lansdowne on check #1659</u>	<u>271.60</u>
<u>Pies reimbursed to Allison Lansdowne on check #1659</u>	<u>419.60</u>
<u>Food Pantry Check #1719</u>	<u>208.80</u>

<b>Total Project Expenditures</b>	<b>900.00</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:

07/10/2024

Print name, Rotary title, and club

Justin Lemish, Past President, Champions Rotary Club

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