

# 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.
- na 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.
- na A copy of all invoices with appropriate dates.
- na Invoices must be marked paid, with check number, dated and signed or they are not documentation of funds spent.
- na 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.** **DISTRICT APPROVED PER EMAIL**
- na 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](http://www.matchinggrants.org) website.

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

# District Grant-Final Report Form 2022-23

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 Dusty Babitzke  
[dustybabitzke@yahoo.com](mailto:dustybabitzke@yahoo.com)

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

Rotary Club: FORT WORTH #1784 Project Number: DDF P-5045  
Project Title: DISASTER AID USA

## Project Description

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

TO RESUPPLY EQUIPMENT & SUPPLIES  
TO TRAILERS.

2. How many Rotarians participated in the project? 75 total volunteers

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

DEPLOYMENT TO TORNADO OUTBREAK REGION OF  
NORTH TEXAS - MAY 2024

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

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

TO RESPOND TO AREA DISASTERS.

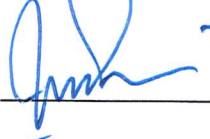
6. If a cooperating organization was involved, what was its role?

## 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 <u>5790</u>	\$ <u>880.00</u>
2. Other funding (specify) <u>Rotary Club 1784</u>	\$ <u>880.00</u>
3.	.
<b>Total Project Income</b>	<b>\$ <u>1,760.00</u></b>
8. Expenditures (please be specific and add lines as needed) <i>Vendors/Non-profit Expenditures: List</i>	
1.	
2.	
3.	
4.	
5.	
<b>Total Project Expenditures</b>	<u>nila</u>

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



Date:

7/5/2024

Print name, Rotary title, and club

JAMES K. DRIVER, PRESIDENT 2023-2024  
ROTARY CLUB OF FORT WORTH

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

Dusty Babitzke: [dustybabitzke@yahoo.com](mailto:dustybabitzke@yahoo.com)

DISTRICT 5790 DISASTER RELIEF  
P-5045 CLUB#784

Aurora Newberry

**From:** Snell, Shawn <shawnsnell@texashealth.org>  
**Sent:** Friday, June 7, 2024 10:08 AM  
**To:** Aurora Newberry  
**Cc:** driver2602@gmail.com; rebecca@montgomerygr.com; Cathy R. Sheffield  
**Subject:** FW: Rotary District 5790 Disaster Relief: Denton County deployment

**Importance:** High

Sharing this Disaster Response update (pardon duplication if you have already received) – a great message to share from the podium and/or Rotagraph!

**From:** Richard Hawker <hawkerr.att.net@clubrunner.email>  
**Sent:** Friday, June 7, 2024 1:13 AM  
**To:** Snell, Shawn <shawnsnell@texashealth.org>  
**Subject:** Rotary District 5790 Disaster Relief: Denton County deployment

Your District 5790 Disaster Relief team, in its first deployment, responded to Pilot Point last week to help in the aftermath of the recent tornado outbreak. This experience has been a valuable learning opportunity, equipping us with insights about the deployment process, communication protocols, and inventory/volunteer management, ensuring our preparedness for future disasters.

Twenty-seven volunteers worked almost 175 hours on behalf of the district. Our friends at the Ray Roberts Rotary Club appreciated our efforts, and the citizens of Pilot Point were very grateful for our assistance. Each household we helped heard about Rotary and their local club present when possible and received a business card with QR codes to donate and/or volunteer with our district.

Here's the link to see the Fox 4 Newscast of us at work:  
<https://www.fox4news.com/.../denton-county-tornado-damage...>

We used our equipment and supplies as expected, and if you can help us resupply the Disaster Relief trailer with the items on this Amazon list, we can deploy without delay to the next disaster. The list includes expendable supplies starting at \$9.99 and a few pieces of equipment to make future deployments more efficient.

[https://www.amazon.com/hz/wishlist/ls/1DLJGDHGL4K3S?ref=cm\\_sw\\_em\\_r\\_un\\_un\\_5RRjyc](https://www.amazon.com/hz/wishlist/ls/1DLJGDHGL4K3S?ref=cm_sw_em_r_un_un_5RRjyc)

Thanks so much for your time,

Bruce Schultes  
District 5790 Disaster Relief Chair

On Fri, Nov 17, 2023 at 1:00 AM Rotary District Grants Website <administrator@matchinggrants.org> wrote:

**Rotary District Grants Website - Project P-5045**

The district leadership has reviewed and approved the allocation of district funds for project. Please make the necessary arrangements for the project implementation. The approved DDF contribution will be sent to your club when the funds are received from Rotary Foundation into the District account. Please keep all receipts of project expenses and upload all the implementation information on the website as supporting documents. The website is used as a centralized repository for stewardship information.

**Project title:** Disaster Aid USA

**Country:** USA

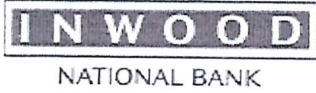
**Location:** Texas

Look at [www.MatchingGrants.org/district/project5045.html](http://www.MatchingGrants.org/district/project5045.html) for more details on this project.

Here is a direct link to the administration page:

[www.MatchingGrants.org/district/admin.cgi?project=5045](http://www.MatchingGrants.org/district/admin.cgi?project=5045)

**Action performed by:** Dusty Babitzke

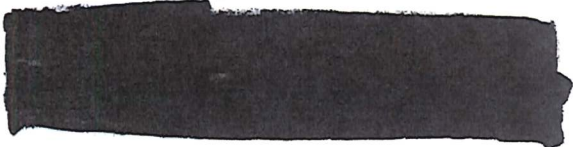


Good Evening, AURORA NEWBERRY

1/2

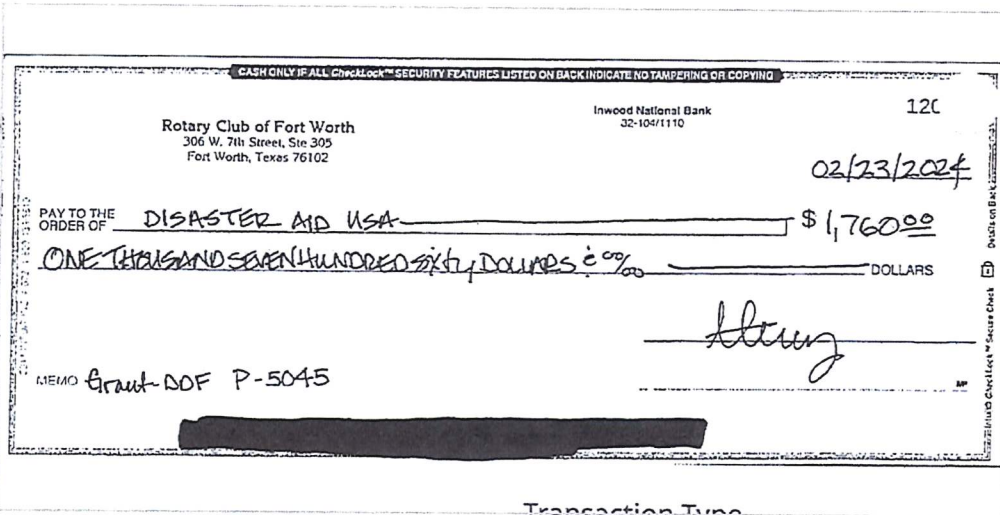
# Business Operations Checking \*\*\*\*\*2167

Last Updated: July 2, 2024 6:53 PM



Transactions Details & Settings

Search transactions



Start Date

02/01/2024

Description

Transaction Type

1 of 2 Posted

Min Amount

\$ 1,000.00

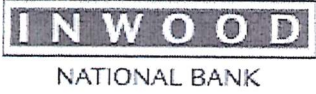
Max Amount

\$ 1,800.00

Starting Check #

Ending Check #

to



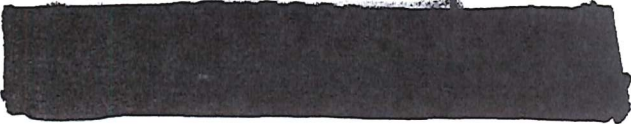
Good Evening, AURORA NEWBERRY

2/2



# Business Operations Checking \*\*\*\*\*2167

Last Updated: July 2, 2024 6:53 PM



Transactions Details & Settings

Search transactions

< Start Date 02/01/2024 >

>053101121< 02/26/2024 008917760  
8711017 0006 00063

>053101121< 02/26/2024 008917760  
8711017 0006 00068

Deposit

Calendar icon

Description

Transaction Type

2 of 2 Posted

Min Amount

Max Amount

\$ 1,000.00

to

\$ 1,800.00

Starting Check #

Ending Check #

to

1/5



Good Afternoon, AURORA NEWBERRY

# Business Operations Checking \*\*\*\*\*2167

[Redacted]

[Redacted]

Current Balance Available Balance

Transactions Details & Settings

Search transactions

Start Date

End Date

02/01/2024



to

02/29/2024



Description

Transaction Type



Min Amount

Max Amount

\$

0.00

to

\$

0.00

Starting Check #

Ending Check #

to



2/5

Date

Description

Amount

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
FEB 1	[REDACTED]	[REDACTED]
FEB 1 2024	[REDACTED]	[REDACTED]
FEB 2 2024	[REDACTED]	[REDACTED]
FEB 2	[REDACTED]	[REDACTED]
FEB 2	[REDACTED]	[REDACTED]
FEB 2 2024	[REDACTED]	[REDACTED]
FEB 2 2024	[REDACTED]	[REDACTED]
FEB 2 2024	[REDACTED]	[REDACTED]
FEB 2 2024	[REDACTED]	[REDACTED]
FEB 5 2024	[REDACTED]	[REDACTED]
FEB 5 2024	[REDACTED]	[REDACTED]

31  
1.5

FEB 5  
2024 [REDACTED]

FEB 5  
2024 [REDACTED] MCDILL WA C#1457

FEB 5  
2024 [REDACTED] BILLING PATROL BILLING

2024 [REDACTED]

[REDACTED] MEDIA LLC

FEB 7  
2024 [REDACTED] BANKCARD CCB 020070000772511

FEB 7  
2024 [REDACTED]

FE [REDACTED]

FEB 7  
2024 [REDACTED] MCDILL WA C#1457

FEB 8  
[REDACTED]

FEB [REDACTED] C#1457

FEB [REDACTED]

FEB [REDACTED]

FEB 12 [REDACTED]

[REDACTED] 2024 [REDACTED] :

[REDACTED] [REDACTED] :

[REDACTED] [REDACTED] :

FEB 13  
2024 [REDACTED] :

[REDACTED] [REDACTED] :

FEB 20  
20 [REDACTED] :

[REDACTED] [REDACTED] :

FEB 15  
2024 [REDACTED] :

FEB 16 [REDACTED] :

[REDACTED] [REDACTED] :

FEB 20 [REDACTED] :

[REDACTED] [REDACTED] :

FEB 20 [REDACTED] :

[REDACTED] [REDACTED] :

[REDACTED] [REDACTED] :

5/5

FEB 21

Regular Deposit

FEB 22

Credit DEPOSIT BANKCARD 628076000772544

45,592.00

FEB 22

Credit DEPOSIT

(\$15,245.75)

FEB 23

ACH Credit DEPOSIT BANKCARD 60110000710000

2024

FEB 23

2024

FEB 23

ACH Credit DEPOSIT BANKCARD 60110000710000

(\$69.89)

FEB 27

2024

FEB 27

2024

FEB 27

2024

Check - 1208 DISASTER AID USA P5045

(\$1,760.00)

FEB 27

2024

Check - 1209

(\$1,812.00)

FEB 28

2024

ACH Credit DEPOSIT

FEB 28

FEB 28

2024

FEB 29

2024