

**District 1220 Foundation Group
Foundation Grants Information Pack
2016-17 Rotary year**

APPENDIX 6: DISTRICT GRANT REPORT

Please return this completed form to the Grants Committee Chairman, John Cavey john@kvcs.co.uk

Rotary Club: _____

Project Title: _____

Project Number: _____

Is this a Progress report? _____ Final Report? _____ (please enter "yes" in appropriate box)

Project Description [attach photographs if available]

1. Briefly describe project what was done, when and where. If this is a progress report, what remains to be done?

2. How many people benefited from this project?

3. Who were the beneficiaries?

4. How many Rotarians participated in the project?

5. If a cooperating organization participated in the project, what was its role?

6. What Publicity was obtained? Please attach any photographs you have available.

7. Financial Report [please include invoices and receipts]

Sources of income	£
Club	
District Grant	
Others	
TOTAL	

8. Expenditure [attach copies of invoices and receipts]

Item	Supplier	£ Value	
Total		£	

Certifying Signature

By signing this report, we confirm that to the best of our knowledge these District Grant funds were used only for eligible items in accordance with District 1220 guidelines, and that all information contained herein is true and accurate.

Reporting Rotarian _____ [Sign] Date _____

_____ [Print]

President of Club _____ [Sign] Date _____

_____ [Print]