**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]