

Rotary Club: \_\_\_\_\_

Project Title: \_\_\_\_\_

Progress Report     Final Report

**Project Description**

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

2. How many Rotarians participated in the project? \_\_\_\_\_

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

4. How many non-Rotarians benefited from this project? \_\_\_\_\_

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

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

**Financial Report** *(District must retain receipts of all expenditures)*

7. Income	Amount
1. District Simplified Grant funds received from the District	
2. Other funding (specify)	
3.	
<b>Total Project Income</b>	

8. Expenditures (please be specific and add lines as needed)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
<b>Total Project Expenditures</b>	

9. By signing this report, I confirm that to the best of my knowledge these District Simplified 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. Receipts for all grant-funded expenditures have been provided to the district.

Certifying Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print name, Rotary title, and club \_\_\_\_\_