***Please indicate the type of Grant you are reporting:***

***DO NOT COMBINE reports – use separate document for EACH Final Report*!**

**INSTRUCTIONS TO SUBMIT REPORT:** Go to [www.rotary5360.org](http://www.rotary5360.org) and upload your completed Final report documents and receipts into the “Projects” menu.

A Club receiving a District Grant must submit a final report within **two months** of the date of the completion of the project or by **two** **years from the date the district receives the funds**, whichever is earlier. The report should follow the format below. Additional pages may be attached as desired.

**NOTE: Receipts for all expenditures must be submitted.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Rotary Club:** |  | **Project ID:**From District Grants WebsiteExample: CARDS-DS-2012-131 |  |
| **Amount of Grant** |  | **Total amount spent** |  |

1. ***Complete this section only if your Grant supported a District Project***
	1. **Name of Project**
	2. **Location of Project**
	3. **Brief description of tasks completed**
	4. **Briefly describe the impact of the project.** (Include outcomes, benefit to community, numbers of persons impacted, benefit to Rotary)
	5. **Briefly describe any challenges, barriers and how these were overcome**.
2. ***Complete this section only if your Grant supported a District Vocational Training Team***
	1. **Name of Team Leader**
	2. **Number of team members**
	3. **Destination of Team and days on site**
	4. **Brief description of objectives and tasks completed**
	5. **Briefly describe the impact of the project.** (Include outcomes, benefit to community, numbers of persons impacted, benefit to Rotary)
	6. **Briefly describe any challenges, barriers and how these were overcome**.
3. **Complete this section only if your Grant supported Scholarships**
	1. **Amount of Grant received from District**

|  |  |  |  |
| --- | --- | --- | --- |
| **Award amount** | **Student Name** | **School Name** | **Post Secondary Institution Name** |
|       |       |       |       |
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(copy of the student’s registration receipt and your Rotary Club cheque are required)

1. **Complete this Section only if your Grant supported a Travel Grant**
	1. **Name of Rotarian who travelled**
	2. **Destination of travel**
	3. **Describe the results and future impact of your trip**
	4. **Cooperating Rotary club or NGO**
2. **Complete this Section only if your Grant supported a Youth Programs Grant**

**Types of expenses being claimed:**

**Airfare (***if not paid by outbound student’s family)*     ; **Insurance**       ; **School Academic Fees**      ; **Bus Pass**      ; **YEX Training/Orientation Seminar(s)**      ; **RYLA Camp**      ; **RYPEN Camp**      ; **AYEC Camp**      ; **Adventures in Citizenship *(****travel only)*      ; **Rotaract Project(s)**      ; **Interact Project(s)**      ; **Other, list all:**

**(On the expense summary provided below or a separate spreadsheet identify all expense types being claimed and the name(s) of the sponsored youth or counsellor trainees.)**

**Reminder of *ineligible* expenses:**

* **Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities, including costs of lodging and accommodation for students;**
* **Stipends paid to exchange students and host families**
* **Cell phones, sports equipment/clothing, entertainment, optional travel**
* **Travel, meals and lodging for parents and host families attending orientation seminars;**
* **All expenses of Rotarians or lineal descendants of Rotarians;**
* **Rotary International registration fees of Interact and Rotaract clubs;**
* **Fundraising expenses of Rotaract or Interact Clubs.**
1. **Attach a summary of expenditures with scanned receipts for all expenditures. Receipts must be from a third party vendor; receipts from a Rotary entity are not acceptable. Attach photocopy of club’s cheque for each expenditure being claimed.**
2. **If possible, include 1-4 photos of the project.**
3. **If the amount expended on any endeavor is less than that anticipated in the grant application, please send a partial refund cheque, in an appropriate amount, made payable to “Rotary International District 5360” along with this report and mark it District Grants Subcommittee – Refund.**

**Only submit this report if you have:**

* **Completed the Final Report Form above**
* **Included a summary of expenditures**
* **Attached relevant scanned receipts**
* **Attached photos if available**

**Upload to** [**www.rotary5360.org**](http://www.rotary5360.org) **when done.**

EXPENSE LIST **(or attach your own spreadsheet)**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | DESCRIPTION | AMOUNT | Receipt included |
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|  | TOTAL EXPENDITURE |  |  |
|  | Amount awarded for reimbursement |  |  |