



**Rotary District 5670  
2016-2017 District Grants**

## **REPORT FORMS & INSTRUCTIONS**

---

### **General Instructions**

**District Grant projects are expected to be completed within 12 months of approval.** The approval of 2016-2017 District Grant was communicated to recipient District 5670 clubs on December 18, 2016. In accordance with the requirements of The Rotary Foundation (TRF), District 5670 must itself complete a Final Report to TRF regarding the total TRF District Grant (which, for the 2016-2017 grant cycle, included 17 individual grants to local clubs) within 12 months of receipt of TRF funds. The TRF District Grant funds were received on January 10, 2017, so the District's Final Report must reach TRF no later than January 9, 2018. This schedule dictates the timelines for the INTERIM REPORT\* and FINAL REPORT required of each club that received a 2016-2017 District Grant. See complete details below. These Report Forms are provided in Microsoft Word format (vs. as a PDF) to allow you to complete them electronically.

### **INTERIM REPORT Instructions**

**An INTERIM REPORT must be submitted to District 5670 by each club that received a 2016-2017 District Grant by JUNE 30, 2017.**

*\*Note: In the event your project is completed by June 30, 2017, an INTERIM REPORT is NOT required. You would then only need to submit a FINAL REPORT by June 30, 2017, or any time before that, once your project is completed. However, if your project is NOT completed by June 30, 2017, you are required to submit both an INTERIM REPORT by that date AND a FINAL REPORT once your project is completed and not later than December 31, 2017.*

1. Complete the attached INTERIM REPORT Form electronically, answering all questions with as much information as you have available.  
*Note: The form may be expanded as necessary, but please limit the total length of the completed form to not more than four (4) pages.*
2. Print the completed INTERIM REPORT Form, keeping a copy for your club's records.
3. Obtain the required (original) signatures on all copies (see bottom of form).
4. Make copies of receipts for all project expenses to date funded by the Rotary District grant.  
*Note: If possible, please also include scanned copies of these receipts with the completed electronic form.*
5. Send an **electronic copy** of the completed form to: [lwtobias@gmail.com](mailto:lwtobias@gmail.com).  
*Note: This electronic copy is required by The Rotary Foundation.*
6. Mail a **hard copy** of the completed, signed INTERIM REPORT form, along with the required copies of related receipts, to:

Larry Tobias  
District 5670 Grant Chair  
1307 Pioneer Road  
McPherson, KS 67460-8043

## **FINAL REPORT Instructions**

**A FINAL REPORT must be submitted to District 5670 by each club that received a 2016-2017 District Grant by DECEMBER 31, 2017.**

*\*Note: The FINAL REPORT is always required upon the completion of your project, even if you submitted an INTERIM REPORT only a short time earlier. While the deadline for the FINAL REPORT is December 31, 2017, it may be submitted any time prior to that once your project is completed. If your project is completed prior to June 30, 2017, you need only submit the FINAL REPORT (i.e. the INTERIM REPORT is required only if your project is not completed by June 30, 2017). Note also that some of these FINAL REPORT questions are redundant to the questions asked on the INTERIM REPORT Form; if you submitted an INTERIM REPORT, you may duplicate your report responses on your FINAL REPORT, where that is appropriate.*

1. Complete the attached FINAL REPORT Form electronically, answering all questions with sufficient information to thoroughly detail your District Grant project.

*Note: The form may be expanded as necessary, but please limit the total length of completed form to not more than four (4) pages.*

2. Print the completed FINAL REPORT Form, keeping a copy for your club's records.
3. Obtain the required (original) signatures on all copies (see bottom of form).
4. Make copies of receipts for all project expenses funded by the Rotary District grant (this includes expenses you may have reported in an INTERIM REPORT; i.e. this report should include copies of receipts and a detail of ALL expenses funded by the District Grant (see #14 on the FINAL REPORT Form).

*Note: If possible, please also include scanned copies of these receipts with the completed electronic form.*

5. Send an **electronic copy** of the completed form to: [lwtobias@gmail.com](mailto:lwtobias@gmail.com).

*Note: This electronic copy is required by The Rotary Foundation.*

6. Mail a **hard copy** of the completed, signed FINAL REPORT form, along with the required copies of related receipts, to:

Larry Tobias  
District 5670 Grant Chair  
1307 Pioneer Road  
McPherson, KS 67460-8043

**Rotary District 5670**  
**2016-2017 District Grants**

**INTERIM REPORT FORM**

1. Club Name:
2. Club Town:
3. Club President (Name/email address):
4. Key Contact for the grant-funded project (name/email address):
5. District Grant Amount: \$  
  
Total Project Cost: \$
6. Provide a description of your District Grant project; you may use the summary description provided to The Rotary Foundation (TRF), which was sent to you in the cover letter that came with your grant check, but please also feel free to expand or modify that description:
7. Detail the progress of your District Grant project to date, explaining what remains to yet be accomplished:
8. Provided the estimated completion date of your project:
9. Identify the members of your Project Committee (a minimum of three was specified in the "Coordinating the Project" section of your grant application); also describe the participation of other local Rotarians in executing your project:
10. List any community partners that are participating in your project and their role(s) (e.g. funding, organizing, labor, etc.):

11. Explain how your club is working to meet The Rotary Foundation requirement to “include signage on or in conjunction with projects that identifies the role of the grant sponsors and The Rotary Foundation in accordance with Rotary’s [“Voice and Visual Identify Guidelines:”](#)
  
12. Provide an itemized accounting of all project expenses to date funded by the District Grant to clearly explain the receipt copies you have attached and the allocation of District Grant funds (see item #4 under “INTERIM REPORT Instructions;” you may insert the information here or as a cover to your receipt copies):
  
13. In the event your club does not expect to use the total amount awarded through the District Grant for your project, please email the District Grant Chair ([lw Tobias@gmail.com](mailto:lw Tobias@gmail.com)) at the time you submit your FINAL REPORT to receive instructions for making a refund or, depending on the amount, to discuss other options.

Estimated amount of District Grant funds not expected to be needed (if any): \$

Thank you for submitting this INTERIM REPORT of your yet-to-be-completed District Grant project. Remember that your project is expected to be completed and your FINAL REPORT submitted not later than DECEMBER 31, 2017.

*Note: In the event extenuating circumstances prevent your club from completing your project within the expected 12 months (i.e. by DECEMBER 31, 2017), please contact the District Grant Chair ([lw Tobias@gmail.com](mailto:lw Tobias@gmail.com)) to discuss options as soon as you are aware of the situation.*

**Required Signatures (originals on hard copy):**

\_\_\_\_\_  
 President, Rotary Club of:

\_\_\_\_\_  
 Key Contact, Grant-Funded Project

Printed Name:

Printed Name:

Date:

Date:

**Rotary District 5670**  
**2016-2017 District Grants**

**FINAL REPORT FORM**

1. Club Name:
2. Club Town:
3. Club President (Name/email address):
4. Key Contact for the grant-funded project (name/email address):
5. District Grant Amount: \$  
Total Project Cost: \$
6. Provide a description of your District Grant project; you may use the summary description provided to The Rotary Foundation (TRF), which was sent to you in the cover letter that came with your grant check, but please also feel free to expand or modify that description:
7. Explain how your club determined the need for this project:
8. Name the primary beneficiaries of your project:
9. Identify the members of your Project Committee (a minimum of three was specified in the "Coordinating the Project" section of your grant application); also describe the participation of other local Rotarians in executing your project:
10. List any community partners that participated in your project and their role(s) (e.g. funding, organizing, labor, etc.):
11. Explain how your project will be sustained after completion, as required by TRF:

12. Describe how you evaluated the success of your project and if it met your goals:

13. Explain how your club met The Rotary Foundation requirement to “include signage on or in conjunction with projects that identifies the role of the grant sponsors and The Rotary Foundation in accordance with Rotary’s [“Voice and Visual Identify Guidelines:”](#)

14. Provide an itemized accounting of ALL project expenses funded by the District Grant to clearly explain the receipt copies you have attached and the allocation of District Grant funds (see item #4 under “FINAL REPORT Instructions;” you may insert the information here or as a cover to your receipt copies):

15. In the event your club did not require the total amount awarded through the District Grant for your project, please email the District Grant Chair (lwtobias@gmail.com) at the time you submit this FINAL REPORT to receive instructions for making a refund or, depending on the amount, to discuss other options.

Amount of unused District Grant funds (if any): \$

16. Please list any lessons learned from your project that will benefit your club and, perhaps, others:

17. The District Rotary Foundation Grants Committee would also appreciate any suggestions you might have regarding the District Grant program:

Thank you for your club’s participation in this opportunity to leverage funding from The Rotary Foundation to support projects that demonstrate your commitment to your community and the mission of The Rotary Foundation.

**Required Signatures (originals on hard copy):**

\_\_\_\_\_  
President, Rotary Club of:

Printed Name:

Date:

\_\_\_\_\_  
Key Contact, Grant-Funded Project

Printed Name:

Date: