The Rotary Foundation
Club District Grant Final (Acquittal) Report

Instructions

The Club is required to submit a comprehensive and well-documented report detailing the project or activity must be received by The Rotary Foundation Committee within 30 days after completion, or before **May 31, 2027**. Where appropriate, reports should include quality photographs to illustrate project activities and outcomes.

Project Information

Name of Rotary Club: _____

Community Impact

Project Description, Location, and Objectives

- Please provide a detailed description of the project, including its location and primary objectives.
- Describe how the project has addressed the needs of the community or contributed to improving the lives of the less fortunate.

Individuals Benefited

- Indicate the number of individuals who have benefited from this project. This is a requirement from the Foundation.

Rotarian Participation

- State the number of Rotarians who participated in the project.
- Promotion of the Project and Rotary's Involvement.
- Explain how the project and Rotary's involvement have been promoted within the community.

Lessons Learned

- Share the lessons learned by the Rotary Club and its members as a result of this project.

Project Sustainability

Select **all** that apply:

- The project will continue to function without Foundation funds.
- Equipment purchased with grant funds is being maintained using local materials and expertise.
- If training was a component of the project, trainees are applying their knowledge and skills.
- This project has provided community members with the skills, knowledge, or institutions that empower them to be self-sufficient.
- The community has initiated additional projects related to the same or similar initiatives.
- The project has not been sustainable.

Rotary Impact

Select **all** that apply:

- Club membership has increased as a result of this project.
- Visibility of Rotary in our community has increased.
- Our club's awareness of the needs in our community has increased.
- Volunteer activity in our club has expanded.
- Our club is more active in pursuing Foundation Grants and Rotary Programs.
- Participation in this District Matching Grant has not changed our club in any significant way.

Suggestions

Based on your experience, please provide any suggestions to improve the District Grants Program.

Financial Statement

Include an itemised statement detailing all expenditures of grant funds. Attach copies of relevant invoices and club bank statements as evidence of payments made.

Items Purchased/Project Expenses	**Cost**
Total Funds Expended	

Use additional or separate pages if necessary.

District Grant Amount Requested: $ _____

To be paid to:

Club name:	
BSB:	
Account number:	

Final Checklist Before Submitting

Ensure your report includes the following:

- Time period of reporting
- Community impact
- Rotarian involvement
- Itemised report of expenses for all progress and final reports
- Certifying signature
- Return of surplus funds
- Project sustainability
- Rotary impact
- Photos of completed project

Certification

By signing this report, I confirm to the best of my knowledge that the District Grant Funds of $ _____ were spent according to Trustee-approved guidelines and that all the information contained in this report is accurate and truthful. Furthermore, original receipts for all expenses incurred will be retained in hard copy for at least five years in case they are required for audit purposes.

Name		Rotary Title
Club Name		Date
Signed		