

# District Grant-Final Report Form 2016-17

( File Online- <http://www.matchinggrants.org/district>)

Return this completed form to your District Rotary Foundation Grant Sub-Committee Chair( DSGC). Do not sent this form directly to Rotary International.

Rotary Club: Southlake

Project Title: Dictionary Distribution

Project Number: P-1388

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?

Distributed Student Dictionaries to 8 Elementary School Third Graders

2. How many Rotarians participated in the project? 13

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

Met with and distributed Dictionaries to Third Graders. Shared information about Rotary and the Four Way Test by inserting Southlake Rotary and Four Way Test stickers in each Dictionary

4. How many non-Rotarians benefited from this project? 880

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

Provide long term learning resource and applying of Rotary values.

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

Worked with the Grapevine and Carroll Independent School Districts to facilitate the project

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

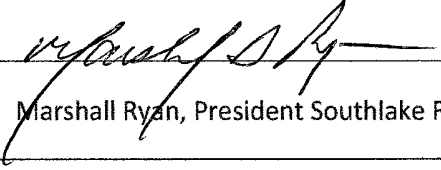
7. Income	Amount
1. District Grant funds received from the District	1250.00
2. Other funding (specify) Club Funds	1450.00
3.	
<b>Total Project Income</b>	<b>2700.00</b>
8. Expenditures (please be specific and add lines as needed)	
Dictionaries	2700.00
<b>Total Project Expenditures</b>	<b>2700.00</b>

9. By signing this report, I confirm that to the best of my knowledge these District 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. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF a royalty free irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes the right to modify the photograph(s) as necessary in RI's sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI and TRF

Certifying Signature

Date: 2/10/17

Print name, Rotary title, and club

  
Marshall Ryan, President Southlake Rotary Club

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**Information copy. Do not send to IRS.**

Form **990-N**  
Department of the Treasury  
Internal Revenue Service

**Electronic Notice (e-Postcard)**  
for Tax-Exempt Organizations not Required To File Form 990 or  
990-EZ

OMB No. 1545-  
2085

**2014**

Open to Public  
Inspection

**A** For the 2014 calendar year, or tax year beginning 7/1/2014, and ending 6/30/2015.

**B** Check if applicable

- ☐ Terminated, Out of Business  
☒ Gross receipts are normally  
\$50,000 or less

**C** Name of organization: ROTARY INTERNATIONAL  
d/b/a: Rotary Club of Southlake Southlake Rotary  
PO Box 92103  
Southlake, TX, US, 76092

**D** Employer  
Identification  
Number  
11-3786293

**E** Website:  
www.southlakerotary.org

**F** Name of Principal Officer: Stephanie Gartman  
704 Santa Cruz Dr  
Keller, TX, US, 76248

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The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

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PO Box 1845  
Charleston, SC 29402  
United States of America

**Date Added** 09/23/2016  
**Pledge #:** 80009  
**Payment Method:** Credit Card  
**Shipping Method:** Free Shipping

To	Ship To (if different address)
Sean Cerone Rotary Club of South Lake 271 E Southlake Blvd Ste 150 Southlake, Texas 76092-6277 United States dr_cerone@yahoo.com 817-421-2437	Sean Cerone Dr. Sean Cerone 271 E Southlake Blvd Ste 150 Southlake, Texas 76092-6277 United States

Items Requested	Model	Quantity	Cost per Item	Pledge
Webster's Dictionary for Students, Special Encyclopedic Edition - Fifth Edition	978-1-59695-168-6	45	\$60.00	\$2,700.00
<b>Pledge Total:</b>				<b>\$2,700.00</b>

The Dictionary Project is a 501(c)(3) nonprofit organization. All contributions (excluding Gifts) are tax deductible. You can contact us at 843-856-2706 or 843-388-8375 with any questions, or visit our website at [www.dictionaryproject.org](http://www.dictionaryproject.org)

**Subject:** The Dictionary Project - Transaction Details for Pledge # 80009

**From:** The Dictionary Project (donations@dictionaryproject.org)

**To:** dr\_cerone@yahoo.com;

**Date:** Friday, September 23, 2016 2:47 PM

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**The Dictionary Project - Transaction Details for Pledge # 80009**

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Hello Sean,

Authorize.net has processed your transaction:

This transaction has been approved.

Amount: \$2700.00

Method: CC

Card Type: MasterCard

Account Number: XXXX8487

Auth Code: 01931J

Trans ID: 8663188933

If you have any questions or need additional information please contact our office at 843-856-2706 or email us at [wordpower@dictionaryproject.org](mailto:wordpower@dictionaryproject.org)

**Subject:** The Dictionary Project - Pledge # 80009

**From:** The Dictionary Project (donations@dictionaryproject.org)

**To:** dr\_cerone@yahoo.com;

**Date:** Friday, September 23, 2016 2:46 PM

### The Dictionary Project - Pledge # 80009

Thank you for your pledge to The Dictionary Project. We are happy that you want to participate in The Dictionary Project this year.

Your pledge has been received and will be processed by our staff shortly.

We would like to hear how your project turns out. Please send us pictures and information about your Dictionary Project so that we can feature it on our website and share your program with our visitors. You may email photos or news stories directly to us at [wordpower@dictionaryproject.org](mailto:wordpower@dictionaryproject.org) or mail them to us at The Dictionary Project, PO Box 1845, Charleston, SC 29402.

If you did not provide us with school information when you entered your pledge, please contact us at your earliest convenience and let us know the names of the schools or programs where the dictionaries will be given to students. This information is a vital part of our record-keeping and analysis of the project.

We have included the details of your pledge below. Please make sure that the information is correct and if not, contact us as soon as possible so that we can make the necessary corrections.

#### Pledge Details

**Pledge ID:** 80009  
**Date Added:** 09/23/2016  
**Payment Method:** Credit Card  
**Shipping Method:** Free Shipping


**Email:** dr\_cerone@yahoo.com  
**Telephone:** 817-421-2437

#### Billing Address:

Sean Cerone  
 Rotary Club of South Lake  
 271 E Southlake Blvd Ste 150  
 Southlake, Texas 76092-6277  
 United States

#### Shipping Address:

Sean Cerone  
 Dr. Sean Cerone  
 271 E Southlake Blvd Ste 150  
 Southlake, Texas 76092-6277  
 United States

Image:	Product	Model	Quantity	Price per Item	Total
	Webster's Dictionary for Students, Special Encyclopedic Edition - Fifth Edition	978-1-59695-168-6	45	\$60.00	\$2,700.00
<b>Sub-Total</b>					\$2,700.00
<b>Free Shipping</b>					\$0.00
<b>Total</b>					\$2,700.00

## CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING

### THE ROTARY FOUNDATION

1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management Plan
4. Bank Account Requirements
5. Report on Use of Grant Funds
6. Document Retention
7. Reporting Misuse of Grant Funds

#### 1. Club Qualification

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district's grant management seminar each year. The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.

- A. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.
- B. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
- C. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
- D. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
- E. The club must cooperate with any financial, grant, or operational audits.

#### 2. Club Officer Responsibilities

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:

- A. Appointing at least one club member to implement, manage, and maintain club qualification
- B. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
- C. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

P-1388  
\$2,500  
JYK



### **3. Financial Management Plan**

The club must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to

- A. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- B. Disburse grant funds, as appropriate
- C. Maintain segregation of duties for handling funds
- D. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
- E. Ensure that all grant activities, including the conversion of funds, comply with local law

### **4. Bank Account Requirements**

In order to receive grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds.

- A. The club bank account must
  - 1. Have a minimum of two Rotarian signatories from the club for disbursements
  - 2. Be a low- or noninterest-bearing account
- B. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
- C. A separate account should be opened for each club-sponsored grant, and the name of the account should clearly identify its use for grant funds.
- D. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- E. Bank statements must be available to support receipt and use of TRF grant funds.
- F. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

### **5. Report on Use of Grant Funds**

The club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant's progress and how funds are spent.

### **6. Document Retention**

The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

- A. Documents that must be maintained include, but are not limited to:
  - 1. Bank information, including copies of past statements
  - 2. Club qualification documents including a copy of the signed club MOU
  - 3. Documented plans and procedures, including:
    - a. Financial management plan
    - b. Procedure for storing documents and archives
    - c. Succession plan for bank account signatories and retention of information and documentation
  - 4. Information related to grants, including receipts and invoices for all purchases
- B. Club records must be accessible and available to Rotarians in the club and at the request of the district.
- C. Documents must be maintained for a minimum of five years, or longer if required by local law.

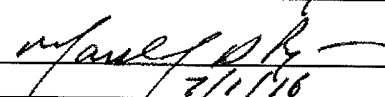
## 7. Reporting Misuse of Grant Funds

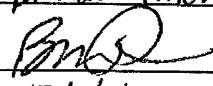
The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

### Authorization and Agreement

*This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.*

On behalf of the Rotary Club of Southlake, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2016-2017 and will notify Rotary International District 5790 of any changes or revisions to club policies and procedures related to these requirements.

Club President	
Term	2016 - 2017
Name	Marshall D Ryan
Signature	
Date	7/1/16

Club President-elect	
Term	2016 - 2017
Name	Brandon Fincher
Signature	
Date	7/1/16