

Rotary District 5790

Checklist of required materials to be submitted before grants are closed.

Preparing and submitting a District Grant report

The "Primary Contact" for the District Grant will perform the steps below:

- Step 1: Insure that all sections of the Individual Project Report (Final Report) form must be completed. For club projects, the certifying signature must be provided by a member of the club.
- Step 2: If necessary, follow up with project contacts to complete missing report information or to address eligibility issues. (i.e. MOU,, 990) Please refer to the DG Eligibility Guidelines.

Please note the following required from the clubs:

- ☒ A completed final report with all necessary signatures and form dated.
- ☒ A detailed listing of all monies spent (Date purchased, check number, payee, payer, purpose of expenditure and date of delivery if applicable)
- ☒ A copy of cancelled checks and bank statement showing payment.
- ☒ A copy of all invoices with appropriate dates.
- ☒ Proof of payment must accompany all receipts, and the Rotary club is to be the payer on all checks written.
- ☐ In the instance of checks being written to other non-profit organizations, a letter from that organization on agency letterhead stating the amount, date of gift, and purpose for which the funds will be/were used.
- N/A Scholarship monies cannot be written to individual students. The monies must be issued to the college or institution of higher education. Documentation showing that the student is enrolled is required. A letter from the organization granting the scholarship on college/ high school letterhead stating the amount of funds and the actual use of the funds.
- ☒ Invoices that are not marked paid, with check number, dated and signed are not document of funds spent.
- ☒ No project is to benefit any Rotary club or Rotarian
- ☒ The district's procedure for retaining documentation of all grant information is housed on the www.matchinggrants.org website

District Grant-Final Report Form 2018-19

(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: Arlington Sunset Project Number: P-2434

Project Title: Mosquito Nets For Orphanage

Project Description

1. Briefly describe the project. What was done, when and where did project activities take place, and who were the beneficiaries? This was a continuation of our 2017-2018 Mosquito Net Project for Malika Orphan Children's Foundation, a nonprofit organization. The orphanage is in Kampala, Uganda. Our club sent funds directly to Rotary Club of Bwebajja (Uganda). Nets were purchased and receipted by that club.

2. How many Rotarians participated in the project? 18

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

Arlington Sunset Rotary assisted with fundraisers at V.T.A. for the benefit of Malika. We also sponsor several orphans so they can attend school. Rotary Club of Bwebajja members purchased nets and

4. How many Non-Rotarians participated in the project? 10

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

Disease prevention of 21k orphan children from contracting Malaria. Both clubs had at least one member at the orphanage to distribute nets.

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

Malika Orphan Children's Fund administrators helped distribute the nets to children and cover their beds.

Financial Report (District must retain receipts of all expenditures)-The two yellow cells must be the same

7. Income

	Amount
1. District Grant funds received from the District	\$ 750.
2. Other funding (specify) <u>Rotary Club of Arlington Sunset</u>	750.
3.	
Total Project Income	\$ 1500.

8. Expenditures (please be specific and add lines as needed)

Vendors/Non-profit Expenditures	
<u>Malika Orphanage - \$750.00 2/26/2019</u>	
<u>(Vendor - New Textile Dealers - Kampala)</u>	
<u>Malika Orphanage - 750.00 7/2/2018</u>	
Total Project Expenditures	\$ 1500.00

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

Larka Tetenz, Arlington Sunset Rotary, P.E.
Larka Tetenz Date: 5/15/19

Print name, Rotary title, and club

To be completed by the District Rotary Foundation Grant Sub-Committee Chair (DGSC):
District Simplified Grant #