

Rotary District 5790

Checklist for District Grant Final Report

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

Preparing and submitting a District Grant final 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:

- X A completed final report with all necessary signatures and form dated.
- X A **detailed listing** of all monies spent (Date purchased, check number, payee, payer, purpose of expenditure and date of delivery if applicable). Think spreadsheet with invoices attached or something similar. **See Attached Receipts**
- N/A A copy of all invoices with appropriate dates.
- N/A Invoices must be marked paid, with check number, dated and signed or they are not documentation of funds spent.
- X Proof of payment must accompany all receipts, and the **Rotary club is to be the payer on all checks written.**
- X A copy of **cancelled checks with endorsement in addition to the bank statements** showing payment. In case of electronic check payments, ACH payments or wire transfers, the documents and bank statements should be clearly documented.
- N/A When your **club check** is written to other non-profit organizations, a letter from that organization stating the **amount, date of gift, and purpose for which the funds will be/were used.**
- N/A In the instance of checks being written to other non-profit organizations, a letter from that organization 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.
- X **No project is to benefit any Rotary club or Rotarian**
- X The district's procedure for retaining documentation of all grant information is housed on the www.matchinggrants.org website.

Please make it easy for the district grant chair to follow the money. Your grant is one of many.

District Grant-Final Report Form 2022-23

Upload this completed form to your grant record at www.matchinggrants.org/district.

For any questions contact District 5790 District Grant Sub-committee chair Dusty Babitzke
dustybabitzke@yahoo.com

Do not send this form directly to Rotary International.

Rotary Club: Rotary Club of Iowa Park

Project Number: P-4545

Project Title: I Support the Girls - Pakistan

Project Description

1. Briefly describe the project. What was done, when and where did project activities take place, and who were the beneficiaries?

Sara Ayub, a Clinical Psychologist in Taxila, Pakistan, started a vocational center, "I Support the Girls" that has given women the knowledge and skill to make feminine hygiene products, i.e., bras, panties and making reusable hygienic pads (they are washable), in such quantities, to meet local demand. The primary goal was to teach women how to make these feminine hygiene products and give them the economic empowerment from profits, made by selling these products locally. The high exchange rate between the U.S. dollar and their currency (rupees) make this possible.

2. How many Rotarians participated in the project? 2

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

Two members of our club provided the coordination of the grant, sending the money to Sara Ayub, and provided necessary documentation to the district. Also, two programs, both given by Sara Ayub to our club, from her home in Pakistan, via Zoom. Their coordinated effort made this grant possible.

4. How many Non-Rotarians participated in the project? Many of the members of the "I Support the Girls – Pakistan" vocational center participated. They did the instruction and sewing of garments etc.

5. What are the expected long-term community impacts of the project? The long-term impact has been the education of their low to lower middle class female population and the instruction on how to make the garments and pads. This has led to an overall improvement in health and sanitation conditions and a new way to make money through product sales, with the collateral benefit of giving their female population an improved sense of dignity.

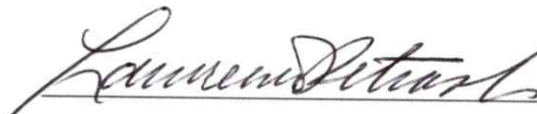
6. If a cooperating organization was involved, what was its role? The outreach to the local population, from the "I Support the Girls-Pakistan" organization, through Sara Ayub, and the women of her organization, has made this project possible and successful

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		\$1,294.00
2. Other funding (specify) Rotary Club of Iowa Park Match		1,294.00
3.		
Total Project Income		\$2,588.00
8. Expenditures (please be specific and add lines as needed)		
I Support the Girls – Pakistan (Receipts attached)		\$2,588.00
See Also Monetary Conversion Rates Attached		
Total Project Expenditures		\$2,588.00

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



Date: July 16, 2023

Print name, Rotary title, and club

Lawrence D. Petrash, Rotary Foundation Chair
Rotary Club of Iowa Park

When completed, please upload the following to the documents section of www.matchinggrants.org:

- District Grant Final Report (this document)
- Copies of Front and Back of cancelled checks
- Copies of Bank Statements when the checks were cleared
- Acknowledgement, Receipt or Thank you Letter from receiving organization

The grant cannot be closed until all of the above are received and uploaded to www.matchinggrants.org.

When all documents have been uploaded, mark your grant "Reported" and notify the District Rotary Foundation Grant Sub-Committee Chair (DGSC).

Dusty Babitzke dustybabitzke@yahoo.com