

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:

- 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). Think spreadsheet with invoices attached or something similar.
- A copy of all invoices with appropriate dates.
- Invoices must be marked paid, with check number, dated and signed or they are not documentation of funds spent.
- Proof of payment must accompany all receipts, and the **Rotary club is to be the payer on all checks written.**
- A copy of **cancelled checks with endorsement in addition to the bank statements** showing payment. In the case of electronic check payments, ACH payments or wire transfers, the documents and bank statements should be clearly documented.
- 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.**
- 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.
- **No project is to benefit any Rotary club or Rotarian.**
- The district 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.