# 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)

- _X_  A copy of cancelled checks with endorsement and bank statement showing payment.

- _X_  A copy of all invoices with appropriate dates.

- _X_  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_        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.