

# 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](http://www.matchinggrants.org) website.

