



District Simplified Grant Report Instructions

*Complete and return to
The Rotary Foundation
1560 Sherman Avenue, Evanston, IL USA
Fax : 847 866 9759, Email : grants@rotary.org*

- Progress reports are required every 12 months, and a final report is required within two months of the full expenditure of grant funds.
- If the original DSG award exceeded \$25,000, an Independent Financial Review is also required every 12 months, and within two months of the full expenditure of grant funds.
- Keep a copy of each report for your records, along with receipts for all expenditures, for a period of at least 3 years following closure of the grant.
- Do not send receipts to TRF unless requested.
- If DSG funds were used to fund more than one project, complete a copy of the Individual Project Report for each project.
- For consistency purposes, please use only one currency for the whole report. Normally this will be your country's currency.
- Per Trustee policy, attach a bank statement and mark the entries that relate to the District Simplified Grant.
- For final reports: If there is less than US\$200 remaining, please spend it on eligible items. If there is more than US\$200 remaining, it must be returned to TRF for credit back to the District's DDF account.
- If a project clearly demonstrates Rotarian involvement and is worthy of publication, you may choose to complete an RI Newstip Form, available on the RI website at www.rotary.org. Please attach action photos showing the beneficiaries or showing active Rotarian involvement.



District Simplified Grant

Report to The Rotary Foundation

Complete and return to
The Rotary Foundation
1560 Sherman Avenue, Evanston, IL USA
Fax : 847 866 9759, Email : grants@rotaryintl.org

Cumulative Grant Information (boxes expand as you type)

District Simplified Grant Number: _____ Sponsoring District: _____
Reporting Period From _____ To _____ Progress report Final report

District-Level Questions

1. Describe the process that district leaders used to choose projects and distribute DSG funds.
2. Provide an account of lessons learned by implementing this grant, and how the lessons learned will improve future grant-funded projects.

3. How has your district been impacted as a result of this DSG? Check all that apply.

- | | | | |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Involvement of Rotarians in our District in humanitarian grants has increased. | <input type="checkbox"/> | Our District's international Rotary networks have been strengthened. |
| <input type="checkbox"/> | Annual giving in our District has increased. | <input type="checkbox"/> | Club membership in our District has increased. |
| <input type="checkbox"/> | Our District's awareness of the needs in our community has increased. | <input type="checkbox"/> | Participation in a District Simplified Grant has not changed our District in any significant way. |

4. Given your experience, please provide any suggestions you believe would improve DSGs.

Financial Summary (please use one currency throughout the report)

	Currency	Amount
5. District Simplified Grant funds received	_____	_____
6. Interest earned on DSG funds	_____	_____
7. DSG funds distributed to Individual Projects*	_____	_____
8. DSG funds remaining in the district account	_____	_____

*Please complete the attached summary of individual projects.

9. Per Trustee policy, a bank statement must be included with this report that supports financial transactions. Please mark the entries that relate to the District Simplified Grant.

For final reports, if there is less than US\$200 remaining, please spend it on eligible items.
If there is more than US\$200 remaining, it must be returned to TRF for credit to the District's unallocated DDF.

10. On behalf of the District Rotary Foundation Committee, I certify that these District Simplified Grant funds were spent in accordance with the Terms and Conditions of District Simplified Grants Award and Acceptance. Receipts of all expenditures will be maintained for at least three years following closure of the grant in case of audit.

District Rotary Foundation Committee Chair Name: _____

DRFC Chair Signature : _____ Date: _____

Rotary Club: _____

Project Title: _____

Progress Report Final Report

Project Description

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

2. How many Rotarians participated in the project? _____

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

4. How many non-Rotarians benefited from this project? _____

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

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

Financial Report (*District must retain receipts of all expenditures*)

7. Income	Amount
1. District Simplified Grant funds received from the District	
2. Other funding (specify)	
3.	
Total Project Income	

8. Expenditures (please be specific and add lines as needed)	
1.	
2.	
3.	
4.	
5.	
6.	
Total Project Expenditures	

9. By signing this report, I confirm that to the best of my knowledge these District Simplified 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. Receipts for all grant-funded expenditures have been provided to the district. 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: _____

Print name, Rotary title, and club _____