

Rotarian Involvement and Oversight

3. How did Rotarians manage and oversee the project? _____

4. How many Rotarians from the host partner club participated in the project? _____
5. In what way did the host Rotarians participate in the project? Please list all non-financial involvement.

6. How many Rotarians from the international partner club participated in the project? _____
7. In what way did the international Rotarians participate in the project? Please list all non-financial involvement.

Community Impact

8. How many people benefited from the project? _____
9. What was the impact of the project on the beneficiaries?

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

Financial Statement

Currency Used: _____ Exchange Rate: _____ = 1 USD

11. Income

Sources of Income	Currency	Amount
1. TRF Matching Grant Award and Contributions		
2. Other Income (identify):		
3. Other Income (identify):		
4. Interest Income (if any):		
Total Income:		

12. Expenses (add rows as needed)

Budget Items	Name of supplier	Currency	Amount
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Total Expenses:			

13. Bank Statement - A bank statement that supports the above statement of income and expenses must be attached to this report.

Important – please read:

- 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 The Rotary Foundation. [Note: In India, government rules require that all unutilized funds be returned to the Rotary International South Asia Office.]
- For grant awards over US\$25,000, attach an Independent Financial Review to each progress report and the final report.
- Keep all original receipts for at least three years, or longer if required by local law. Do not send receipts to TRF unless requested by staff.
- If your project involves a revolving loan fund you will need to visit the Rotary website at: 'www.rotary.org' to download the Report Supplement for Revolving Loan Grants.

14. Certifying Signature – Either the Host or International Partner must certify the report. If the grant is club sponsored the current club president must certify the report and if the grant is district-sponsored the district grants subcommittee chair must certify the report.

By signing this report, I confirm to the best of my knowledge that these Matching Grant funds were spent according to Trustee-approved guidelines and that all of the information contained herein is true and accurate. Original receipts for all expenses incurred will be kept on file for at least three years, or longer if required by local law, in case they are needed for auditing purposes.

Print Name: _____ Signature: _____ Date: _____
 Rotary Title: _____ Club: _____ District: _____

In our effort to improve our grant program, we'd appreciate your feedback on the following questions:

A. Rotary Impact –select all that apply

- Our club or district's international Rotary connections are stronger as a result of this project.
- Club membership has increased as a result of this project.
- Visibility of Rotary in our community has increased.
- Our club's awareness of the needs in our community has increased.
- Volunteer activity in our club or district has expanded.
- Our club or district is more active in pursuing Foundation grants and Rotary programs.
- Awareness of the needs in our community has increased among Rotarians in other countries.
- Participation in this Matching Grant has not changed our club or district in any significant way.

B. Project Sustainability – select all that apply

- The project will continue to function without Foundation funds.
- Equipment purchased with grant funds is being maintained with local materials and expertise.
- If training was a component of the project, trainees are using their knowledge and skills.
- This project has provided community members with the skills, knowledge, or institutions that will allow them to help themselves.
- The community has initiated additional projects related to the same or similar problems.
- The project has not been sustainable.

C. Suggestions

Given your experience, do you have suggestions to improve the Matching Grants program?

If your project clearly demonstrates Rotarian involvement and is worthy of publication, please complete an RI Newstip Form, available on the RI website at http://www.rotary.org/newsroom/downloadcenter/pdfs/mg_newstip.pdf

Report Checklist

Does your report include the following?

- Time period of reporting
- How and what the project accomplished
- Rotarian participation, oversight and management
- Rotary impact
- Itemized report of income and expenses
- A bank statement
- Certifying signature
- Independent Financial Review for grant awards of US\$25,001 or more

Have you done the following?

- Made copies of the report for both the host and international partner
- Returned surplus funds over US\$200 (except in India where all unutilized funds must be returned)
- Made a file to store the report and receipt copies for three years or longer if required by local law