



Guide to Understanding Activity Reports

Revised December 2006

The activity report provides information about grants sponsored by your district or clubs in your district. The definitions and requirements should assist you to ensure that your district is in compliance with The Rotary Foundation payment and reporting requirements.

Status Definition

Received	an application that has been partially entered into the Humanitarian Grants database; upon complete entry into the database, this application will either move to pending or reverted status
Reverted	an application that does not meet TRF's minimum requirements and is returned to the sponsors with explanation; many applications are reverted because the sponsors are not up-to-date on reporting with prior grants
Pending	an application that is pending review, but may not be complete
Decision	a complete application that is awaiting a funding decision
Approved	an application awarded a grant, awaiting sponsor contributions, signed agreement forms, and payee information in order to make payment
Paid	a grant paid in full to the sponsors, or recently forwarded to the RI Finance Department for payment
Funded	a grant for which a partial payment of the grant award has been made to the sponsors
Reported	a grant for which an acceptable progress report has been received
Reported (PSE)	a Volunteer Service Grant/Individual Grant for which an acceptable Post Service Evaluation has been received
Completed	a grant for which the project is finished and the sponsors have fulfilled all of their reporting requirements

Payment Requirements

Currently, TRF requires approved grants to be paid within six months of their approval date or they will be cancelled.

Reporting Requirements

TRF requires sponsors to provide a progress report on the implementation of the project every twelve months and a final report within two months of the project's completion. An Independent Financial Review must be completed annually for grant award amounts over US \$25,000 and may be a requirement of other larger and/or multi-year projects. In India, clubs and districts must also comply with FCRA reporting requirements.

Please note that a grant that has a “Funded,” “Paid,” or “Reported” status over twelve months old is overdue on reporting. If a “Reported” date has not been identified, it means a report has not been received and accepted. Contact the sponsoring club in your district to request them to submit a progress or final report to TRF with a copy to their international partner club.

If the date that appears in the “Report Incomplete” column on the attached activity report is the most recent date recorded for that grant, it means the progress report submitted by the sponsors is missing information. TRF staff will contact, or has contacted, the primary host and international contacts to request additional information in order to complete the report so that it can be accepted.