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| **C:\Users\Graham\Documents\Rotary\Foundation\Logos\TRF\New\TRF_RGB.png** | **D9810 District Grant Report Local or International Projects** |

***This report should be completed using Microsoft Word (2007 Version and later).***

***Please Click into the text boxes which will expand as entries are made into them.***

***Please complete all sections of the report.***

|  |  |
| --- | --- |
| **Report by Rotary Club of** | |
|  | |
| **District Grant No:** | **DG** |
| **Project Title:** |  |

1. **PROJECT DESCRIPTION**
2. **Briefly describe the project. If the project varied from the approved proposal, please describe why this occurred, and any impacts the beneficiaries experienced.**

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1. **How many Rotarians participated in the project?   
   What did the Rotarians do? (*Please answer both questions)***

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1. **How many of the people benefitted from this project?  
   Please describe how they benefitted.**

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1. **How many of the benefitting community participated in the project?  
   Please describe what their participation involved.**

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1. **If a Cooperating organisation was involved, what was its role and how did its work contribute?**

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1. **What are the expected long-term community impacts of the project**

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1. **FINANCIAL REPORT**

|  |  |  |
| --- | --- | --- |
| **INCOME** |  | **Amount** |
| **District Grant Funds** | **Paid to Date** |  |
| **To be Paid** |  |
|  |  |  |
| **Club Funds Contributed** |  |  |
| **Other Funding (please specify)** |  |  |
|  |  |  |
|  |  |  |
|  | **Total Project Funds** |  |

|  |  |  |
| --- | --- | --- |
| **EXPENDITURES** | | **Amount** |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | **Total Project Expenditure** |  |

**Note 1: Please ensure arithmetic is correct and that Total Income and Total Expenditure are equal**

**Note 2: All goods and services must be listed. Insert rows if necessary.**

**Note 3: Transaction Invoices/Receipts must be included with this report where the total expense from a supplier exceeds $100**

1. **PUBLICITY**

**Please describe the publicity generated by your project**

|  |  |
| --- | --- |
| **Publicity within our Club:** |  |
| **Publicity within our District:** |  |
| **Publicity targeted to our local community:** |  |

1. **SIGNATURES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Person** | **Name** | **Signature** | **Date** |
| **Report Author** |  |  |  |
| **Club President** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **TO SUBMIT THIS REPORT:** | **TO ENSURE CORRECT PAYMENT OF GRANT** | |
| **Send this Form to:**  PP Graham Richardson,  D9810 Grants Chair,  34 Ironbark Drive,  Templestowe Lower Vic 3107  **OR:** **gmrichardson@bigpond.com** | **Please enter your Club Banking Details:** | |
| Account Name: |  |
| BSB Number: |  |
| Account Number: |  |