

## DISTRICT 6310 2021-2022 DISTRICT GRANT REPORTING CHECK-LIST

The following check-list has been developed to help Clubs assemble the information required for the two types of District Grant reports and the due dates correlating to reporting this information. The completed District Grant Individual Project Report form, along with the required information, should be sent to Larry L. Arendt, 2015 Crescent Dr, Bay City, MI, 48706 or by email at [larendt@ibcp.com](mailto:larendt@ibcp.com). If you have any questions regarding the reporting process, Larry can be reached at 989-891-4060 (work), 989-860-0532 (cell), or by email at the address listed above. Additional copies of the District Grant Individual Project Report form can be found at [www.rotary6310.org](http://www.rotary6310.org).

### PROGRESS REPORTING REQUIREMENTS

- \_\_\_\_\_ May 1, 2022 – A Progress Report is due if the project has not been completed.
- \_\_\_\_\_ Complete the **District Grant Individual Project Report** form. Check the “Progress Report” box, complete question #1, and sign at the bottom.

### FINAL REPORTING REQUIREMENTS

- \_\_\_\_\_ The Final Report is due two months after the project is completed (*Note: a separate Progress Report is not required if the Final Report is submitted before May 1, 2022*).
- \_\_\_\_\_ Complete the **District Grant Individual Project Report** form. Check “Final Report” box and complete the entire report form.
- \_\_\_\_\_ Detail of all revenues and expenses. The Club should retain all original receipts and submit copies with the final report. The amounts of your receipts/invoices paid for your project should match the total expenditures reported in section #8 of the final report. (*Note: no receipts/invoices should be dated prior to the date that RI approves our District Grand funds*).
- \_\_\_\_\_ Bank Statements showing activity of the Club’s account used for District Grant Funds, or for the separate District Grant Account (if required). The Club should retain all original bank statements and submit copies with the final report.
- \_\_\_\_\_ Documentation of your Club’s Rotarian participation in the implementation of the project (e.g. articles in a local newspaper, Chamber of Commerce newsletter, thank you letters from cooperating organizations, etc.).
- \_\_\_\_\_ Four (4) photographs of your Club’s Rotarian participation in the implementation of the project.