

ENGLISH (EN)

# Rotary DISASTER RESPONSE GRANT Report

Submit a report at least once every 12 months after you receive the initial payment. Submit your final report within two months of completing all activities. The activity summaries in section 2 should be submitted for all activities listed in the grant distribution summary in section 1. The report should be authorized by the district governor and district Rotary Foundation chair and submitted to grants@rotary.org.

## Section 1: District-level summary

### GRANT INFORMATION

|  |  |
| --- | --- |
| Grant number: | Click here to enter text. |
| Total amount of the grant (in your local currency): | Click here to enter text. |

### GRANT DISTRIBUTION

Describe the disaster response activities the funds have been used for. If any funds were distributed to clubs in your district, identify the club that led each activity.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Club or district | Activity type | Activity description | Location | Amount in local currency |
| Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| TOTAL | Click here to enter text. |

### BANK STATEMENTS

Include bank statements from the grant account with this report to document the grant distribution listed above.

### AUTHORIZATIONS

By authorizing this report, I confirm that, to the best of my knowledge, these grant funds were spent according to Foundation guidelines and that all of the information contained in this report is true and accurate. Original receipts for all expenses incurred will be kept for at least five years after the grant closes, or longer if required by local law, in case they are needed for auditing purposes.

Grant reports and supporting documentation should not include personal data (name, contact information, age/date of birth, health/medical data, or other identifying information) or images of anyone who is not authorizing this report unless (a) it is requested by the Foundation and (b) the written consent of the individual (or their parent or legal guardian) is provided to the Foundation. If such personal data is inappropriately included, that may cause delays in the grant process while the Foundation complies with Rotary’s Privacy Policy.

I also understand that all photographs, video, and other media submitted with this report will become the property of Rotary International and will not be returned. I represent and warrant that I own all rights in the photographs, video, and other media, including copyrights, and that all persons (or their parents if they are minors or lack legal capacity) appearing in such photographs, videos, and other media have given me their unrestricted written consent to license use of their images/likenesses to Rotary International. I hereby grant Rotary International and The Rotary Foundation (collectively, Rotary) a royalty-free, worldwide, perpetual, irrevocable license and right to use, publish, print, reproduce, edit, broadcast, webcast, display, distribute, modify, create derivative works from, sublicense, and publicly perform the photographs, video, and/or media now or at any time in the future, in Rotary International publications and materials, and for promotional purposes in any form, medium, or technology now known or later developed. I represent, warrant, and agree that Rotary shall have the universal right to license use of any such photograph, video, and/or other media in order to promote Rotary programs, including grants and scholarships, without liability.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| District governor | Click here to enter text. |  | Click here to enter text. |
| District Rotary Foundation chair | Click here to enter text. |  | Click here to enter text. |

## Section 2: Activity Summary

### ACTIVITY INFORMATION

|  |  |
| --- | --- |
| Sponsoring club or district:  | Click here to enter text. |

Activity description:

Click here to enter text.

If any cooperating organizations were involved, list them and describe their roles in the activity:

Click here to enter text.

### COMMUNITY IMPACT

|  |  |
| --- | --- |
| How many people have directly benefited from this project? | Click here to enter text. |

How has the project alleviated the disaster or helped the community to recover?

Click here to enter text.

### ROTARIAN INVOLVEMENT

Describe, in detail, how Rotarians were involved:

Click here to enter text.

### EXPENSES

List the project expenses in detail:

|  |  |
| --- | --- |
| Items purchased | Amount in local currency |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Total funds spent: | Click here to enter text. |