



Rotary International District 6220 Instructions for District Grant Proposal / Application and Grant Reports

What is a District Grant?

District Grants are for Rotary Districts to support short-term, humanitarian projects and scholarships. Districts can request a portion of their District Designated Funds (DDF) for a District Grant to support one or multiple projects locally or internationally.

Who can apply?

Clubs are not able to directly request a District Grant from The Rotary Foundation. District Grants are awarded only to Districts, and each District then determines how funds will be distributed.

Rotary Clubs in Rotary International D-6220 can apply to the District 6220 District Grants Subcommittee for a Club-sponsored District Grant that would be funded from the District Grant that our District will apply for from TRF. **A Club must comply with 4 prerequisites before applying for a District Grant on the District Grant Proposal/Application.**

The 4 prerequisites are:

1. **ATTEND:** At least one member of the Club must have attended a D-6220 sponsored Grants Management Seminar (GMS) for the Rotary year pertaining to the grant.
2. **SIGN:** The current Club President (in office at the time of the GMS) and President-Elect must sign The Rotary Foundation Memo of Understanding (MOU) and the D-6220 Club MOU. New copies of these forms must be submitted every year with the updated President and President-Elect signatures.
3. **PROPOSAL:** The Club must submit a District Grant Proposal form to the District Grants Subcommittee (DGS) by May 15 of any given Rotary year for grants requested for the following Rotary year. The proposal must align with at least one of the six Rotary International areas of focus. The DGS will review the proposed project. If approved, the DGS will include the project in its spending plan for the District Grant, which will be submitted to The Rotary Foundation. If the spending plan is approved by TRF, the Club can submit a District Grant Application for the project presented in the Proposal.
4. **BE CURRENT:** The applying Club (Primary club) must be current on all their active District and Global Grants with regards to implementation and reporting; including a minimum Club contribution to TRF of \$500 in the current Rotary year. (Note: Interim reports are due every six months, and final reports are due within two months of project completion).

Characteristics of District Grant Projects

- District Grant projects should support the goals and mission of Rotary International and The Rotary Foundation.
- Projects may be local or international in scope.
- District Grant projects must respect the wishes of the receiving community and strive to understand and appreciate its country / community traditions and culture.
- District Grant projects require the direct involvement of Rotarians through some combination of the following:
 - Assessment of community needs and development of a project plan
 - Establishment of a committee of at least three Rotarians to oversee the expenditure of funds
 - Oversight of grant funds
 - Implementation of projects
 - Provision of evidence of community involvement and ownership
 - Organization of meetings with local service providers, local officials, and/or recipients
 - Promotion of projects in the local media

What projects are eligible for a District Grant?

District Grants fund humanitarian projects that benefit a community in need. Many projects fall within this broad scope; however, certain items / activities are not funded through the program. The following chart gives a general eligibility outline. For example, new construction, and the operating or administrative expenses of a cooperating organization are ineligible for funding through District Grants. If you are unsure of the eligibility of your project, please contact the District Grants Subcommittee Chair (DGC). Your DGC can serve as a resource to help determine the eligibility of a potential project and help with your completion of the application. Please also see the [D-6220 Quick Reference Guide](#).

ELIGIBLE	INELIGIBLE
Revolving loans / microcredit	Establishment of a foundation, permanent trust, or long-term interest-bearing account
Short-term rent or lease of buildings	Purchase of land or buildings
Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, and other similar structures Renovation, repair, and refurbishment of structures that are currently occupied or operational in which individuals live, work, or spend a significant amount of time, which may include the provision of new services or upgrade of utilities (i.e., electrical, plumbing, and heating), repair of roofs, additions to existing schools or hospitals, elevators, and renovation of bathrooms. Purchase of equipment or appliances	New construction of a structure in which individuals live, work, or engage in any gainful activity. This includes buildings, containers, mobile homes, or structures where individuals carry out any type of activity such as manufacturing, processing, maintenance, or storage, including provision of new services or upgrade of facilities Unacceptable New Construction <ul style="list-style-type: none"> • Electrification • Windows/Doors • Walls/Roof • Heating/Air-conditioning • Plumbing • Demolition / Miscellaneous
Short-term and/or contracted labor for project implementation	Salaries for individuals working for another organization
Administrative expenses for project activities	Operating or administrative expenses of another organization
Primary and secondary education, tuition, transportation or scholarships Post-secondary education activities, research, or personal or professional development; or scholarships	Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities
Detailed, itemized expenses & Contingencies	Miscellaneous expenses and Fundraising activities
Assistance to land mine victims.	Unrestricted cash donations to a beneficiary or cooperating organization
The removal of land mines in cooperation with an experienced partner organization	Rotarians may not personally participate in the physical removal of land mines.
Publicity expenses such as newspaper fees, or printing of posters, brochures, or fliers to inform the community of an available service	Activities primarily implemented by a non-Rotary organization Rotary signage
Vaccines and immunizations, if the project is consistent with the criteria, procedures, and policies of the Polio-Plus program and World Health Organization	Transportation of vaccines or immunizations by hand over national borders
New Rotary-sponsored projects not already in progress or completed	Projects already undertaken and in progress, existing projects, or projects already completed
Maternal and prenatal health and education including purchase and distribution of contraceptives for use in disease prevention and maternal health projects	Continuous or excessive support of any one beneficiary, entity or community.

What are the funding limits?

Rotary International District 6220 Rotary Clubs may request a minimum match of \$2600 and up to US \$7,500 from the Rotary International District 6220 District Grant funds. The sponsoring Rotary Club requesting the grant can partner with additional Rotary Clubs in D-6220 to obtain a District Grant match up to, but not exceeding a total of US \$13,000 per project. Clubs may be approved for up to two different projects – either per Club or via collaborative projects with one or more Clubs. Clubs cannot be approved for a grant for the same project for both the District Project Fund (DPF) and a District Grant or Global Grant.

How to apply

When all four of the prerequisites have been met, the Primary Club should complete the attached *Rotary International District 6220 District Grant Proposal / Application form*. The application should be submitted to The District Grants Subcommittee via the DGS Chair, Sally Davis at daviss@chartermi.net. Applications are accepted from July 1 to May 15 in any given Rotary year. **NOTE:** Applications are to be submitted **typed and via email**, not handwritten or mailed.

What are the reporting requirements?

Reports are required at least every 6 months for the life of the project commencing on the day the project is approved by the DGS. A final report is due within two months of the completion of the project. Clubs must keep up-to-date on reporting for all projects, as failure to do so will result in denial of all new applications.



Rotary International District 6220 District Grant Proposal / Application

Grant # _____ - _____

Note: Rotarians completing this District Grant Application should submit this form to the Rotary International District 6220 District Grants Subcommittee Chair (DGC) Sally Davis at daviss@chartermi.net.

Forms to be submitted typed, not handwritten.

NOTE: Select a box, double click on it. Then, from the sub-menu select checked or not checked, then click on Okay.

- Proposal** [sections 1, 2, 3 & 7 (financing page) must be substantially completed]
- Application** [document must be completed in its entirety, including signatures]

DG Project Title:			
Primary Contact's Name:		Rotary Club:	
Phone: (B):		(C):	
(H):		(F):	
Email:			
Area(s) of Focus:			

SECTION 1: PROJECT DESCRIPTION

Explanation: District Grants support the humanitarian service projects or scholarships of Rotary Clubs and Districts. In this section, describe in detail the humanitarian need your project will address, the intent of the project, how the project will be implemented, how Rotarians will be directly involved in the project, and how the project pertains to an Area(s) of Focus. **Some type of Rotarian involvement is required.**

Please provide the name of the project site, the city or village, state or province, and country. List multiple locations, if applicable.

Project site:	
City / Village:	
State / Province:	
Country:	

Describe the project and the problem or need it will address, including the intended beneficiaries and how the project will benefit the community in need. Relate this to the Area(s) of Focus. Provide the estimated length of time needed to complete the project.

Describe how the benefiting community or scholarship recipient(s) will maintain this project after grant funding has been fully expended.

Describe specific activities of the benefiting community partners in implementing the project. How will the Rotarians who are members of the partner Clubs be involved the project? Please note that financial support is not considered active involvement. (See the District Grant application instructions for suggestions).

SECTION 3: PROJECT PLANNING

Explanation: Before an application is submitted to the Rotary International District 6220 District Grant Subcommittee (DGS), project partners should discuss various planning details. The questions below are a guide to aid project planning. Note that a Rotary Club/District or Rotarian may not own or benefit from anything purchased with grant funds. If these questions do not apply to the proposed project, please clearly indicate that in each question.

Identify who will own equipment and maintain, operate, and secure items purchased with grant funds. (A Rotary Club or Rotarian cannot own equipment.)

Will training for the use and maintenance of technical equipment be provided? If so, who will provide training?

Is software necessary to operate any items? If so, has software been provided?

Indicate what arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country.

Have the sponsor Clubs/Districts planned and agreed to fund plumbing or electrification for equipment and appliances in existing buildings (hospitals, schools, libraries, orphanages, etc.)?

SECTION 4: PRESIDENT'S AND CONTACT'S AUTHORIZATIONS

ALL AUTHORIZING PARTIES HAVE READ THIS SECTION AND CONFIRM THEIR AGREEMENT AND COOPERATION BY APPLYING THEIR SIGNATURES TO THE FOLLOWING PAGES.

Explanation: Authorizations ensure that all partners are aware of, and interested in, pursuing the described project. By signing this application, the current Club Presidents for Club-sponsored projects and current District Grants Subcommittee Chair (DGC), as well as the DGS members, agree to the criteria listed and affirm their support of the project and cooperation for reporting.

All Rotary Clubs, Districts, and Rotarians involved in this project are responsible to The Rotary Foundation (TRF) for the implementation of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project.

By signing this application we agree to the following:

- All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application. Any alterations or changes in scope must have the expressed approval of the District Grants Subcommittee Chair.
- The Club/District agrees to undertake this project as an activity of the Club/District.
- We ensure all cash contributions (as detailed in Project Financing) will be forwarded directly to the project account after RI D-6220 District Grants Subcommittee approval of the grant.
- RI D-6220, RI and TRF may use information contained in this application to promote the project by various means such as District publications, The Rotarian, the RI international convention, RVM: The Rotarian Video Magazine, etc.
- The partners agree to share information on best practices when asked, and RI D-6220 and TRF may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects.
- To the best of my knowledge and belief, except as disclosed herewith: neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from TRF grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of TRF grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of TRF. (NOTE: Any and all exceptions must be explained in an attached statement.)
- The Club agrees to comply with all applicable terms and conditions of "The Rotary Foundation Club Memorandum of Understanding" and "The Rotary Foundation RI District 6220 Club Memorandum of Understanding." The Rotary Foundation, RI D-6220 Audit Committee and/or the RI D-6220 District Foundation Compliance Officer have the authorization to audit the project at any time.

NOTE: To select a box, double click on it. Then, from the sub-menu select checked or not checked then click on Okay.

Host Partner (Outside RI District 6220)		Rotary International Partner (District 6220)	
<input type="checkbox"/>	Club President (if Club-sponsored)	<input type="checkbox"/>	Club President (if Club-sponsored)
<input type="checkbox"/>	District Grants Subcommittee Chair (if District-sponsored)	<input type="checkbox"/>	District Grants Subcommittee Chair (if District-sponsored)
Name		Name	
Title		Title	
Rotary Club		Rotary Club	
District #		District #	6220
Signature		Signature	
Date		Date	

ROTARY INTERNATIONAL DISTRICT 6220 - PRIMARY CLUB CONTACTS & AUTHORIZATIONS

Explanation: The Rotary International District 6220 "Primary" Club is the Club sponsoring the project. A committee of at least **three** Rotarians from this Club must be established to oversee the project. The primary project contact must be a member of the primary Club identified below. The project committee must be composed of members of the sponsor Rotary Club for Club-sponsored projects or District for District-sponsored projects. The committee members must be committed for the duration of the grant process. Please provide a permanent/primary address for each committee member, as all Rotary information will be sent to these addresses. It is highly recommended that the primary contact (who receives all information from the District Grants Subcommittee) have an e-mail address to expedite communication. Complete every box; indicate "NA" if not applicable (ex. if the Rotarian does not have an office phone, indicate "NA" next to Office Phone).

Primary Club

Club	Club ID number:
District 6220	Country USA

Primary Contact:

Name:		
Rotary position:		
Address:		
City:	State:	Zip Code:
E-mail:	Cell phone:	
Home phone:	Office phone:	Fax:
Signature:		Date:

Project Contact #2:

Name:		
Rotary position:		
Address:		
City:	State:	Zip Code:
E-mail:	Cell phone:	
Home phone:	Office phone:	Fax:
Signature:		Date:

Project Contact #3:

Name:		
Rotary position:		
Address:		
City:	State:	Zip Code:
E-mail:	Cell phone:	
Home phone:	Office phone:	Fax:
Signature:		Date:

SECTION 5: ADDITIONAL CONTRIBUTING ROTARY INTERNATIONAL ROTARY CLUB AND/OR DISTRICT PARTNER CONTACTS & AUTHORIZATIONS

Explanation: An additional contributing partner is a Rotary Club or District who is not the sponsoring club or the host club, but is contributing financial support. The additional contributing partner primary project contact must be a member of the additional contributing Rotary Club identified below and must be committed for the duration of the grant process from application through implementation and final reporting. Please provide a permanent/primary address for each additional contributing Rotary Club and/or District partner, as all Rotary information will be sent to this/these address(es). It is highly recommended that the primary contact(s) (who receives all information from the District Grants Subcommittee) have an e-mail address to expedite communication. Complete every box; indicate "NA" if not applicable (ex. if the Rotarian does not have an office phone, indicate "NA" next to Office Phone).

Additional Contributing Club #1 and Primary Contact Information:

District:		Country:	
Club:		Club ID number:	
Name			
Rotary Position:			
Address:			
City:			
State/Province:	Postal code:	Country:	USA
E-mail:		Cell phone:	
Home phone:	Office phone:	Fax:	
Signature:		Date:	

Additional Contributing Club #2 and Primary Contact Information:

District:		Country:	
Club:		Club ID number:	
Name			
Rotary Position:			
Address:			
City:			
State/Province:	Postal code:	Country:	USA
E-mail:		Cell phone:	
Home phone:	Office phone:	Fax:	
Signature:		Date:	

Additional Contributing Club #3 and Primary Contact Information:

District:		Country:	
Club:		Club ID number:	
Name			
Rotary Position:			
Address:			
City:			
State/Province:	Postal code:	Country:	USA
E-mail:		Cell phone:	
Home phone:	Office phone:	Fax:	
Signature:		Date:	

To include all contributing Rotary clubs / districts make as many copies as necessary.

SECTION 6: HOST PARTNER CONTACTS & AUTHORIZATIONS

Explanation: Information only required if project is conducted outside Rotary International District 622 and a host partner is involved with the project. If this is an international project, having a host partner is required. The host partner is the Club or District with a project outside RI D-6220's designated territory that assumes partnership responsibilities for the project. A committee of at least three Rotarians from the host partner Club must be established to oversee the project. The committee members must be committed for the duration of the grant process. Please provide the primary address for each committee member, as all Rotary information will be sent to these addresses. It is highly recommended that the primary contact (who receives all information from the D-6220 District Grants Subcommittee) have an e-mail address to expedite communication. Complete every box; indicate "NA" if not applicable (ex. if the Rotarian does not have an office phone, indicate "NA" next to Office Phone).

NOTE: To select a box, double click on it. Then, from the sub-menu select checked or not checked, then click on Okay.

Host Partner

Club:
District:

Club ID number:
Country:

Primary Contact:

Name:

Club:

Rotary Position:

Address

City:

State/Province

Postal code:

Country:

E-mail:

Cell phone:

Home phone:

Office phone:

Fax:

Signature:

Date:

Project Contact #2:

Name:

Club:

Rotary Position:

Address

City:

State/Province

Postal code:

Country:

E-mail:

Cell phone:

Home phone:

Office phone:

Fax:

Signature:

Date:

Project Contact #3:

Name:

Club:

Rotary Position:

Address

City:

State/Province

Postal code:

Country:

E-mail:

Cell phone:

Home phone:

Office phone:

Fax:

Signature:

Date:

SECTION 7: PROJECT FINANCING

Explanation: Clearly list all financing in U.S. dollars noting which funds will be contributed in cash and which will be contributed from District Grant Funds. The District Rotary Foundation Committee Chair (DRFC) and District Governor must authorize use of District Grant Funds.

The host partner Club or District (if a District project) must provide at least \$100 for projects outside Rotary International District 6220.

Project finances must match projected project budget.

NOTE: No funds should be spent and no work should be started on this specific project prior to official Rotary International District 6220 District Grants Subcommittee approval. Upon approval, a notice will be sent to the sponsors informing them of approval and providing detailed instructions on how and where to submit their contributions and reports.

RI District 6220 Rotary clubs	Cash (US\$)	DGF (US\$)	DRFC Chair D-6220	DRFC Chair Authorization	Dist. Governor D-6220	Dist. Governor Authorization
Total D-6220 Club & DG Funds						
Host / Partner Rotary club(s) or district(s) The primary host club or district must provide at least US\$100.00).	Cash (US\$)	DGF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization	Dist. Governor (Print Name)	Dist. Governor Authorization
Subtotals, Cash and DGF						
TOTAL Cosponsor contributions						
Additional non-Rotarian outside funding (not matched by or forwarded to RI District 6220, Inc.)						
Total project financing <i>(Must equal Project Budget page Total)</i>						

SECTION 8: COOPERATING ORGANIZATION

Explanation: A *cooperating organization* is an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination. A *benefiting entity* is the recipient of goods or services and is not considered a cooperating organization.

If this project involves a cooperating organization (neither a Rotary club nor the beneficiary of the project), provide the following:

Name of organization:

Contact person:

Street Address:

City, State/Province:

Postal code:

Country:

Office phone:

Fax:

E-mail:

Web address:

In addition to the above, the following must be attached:

- **Letter of participation from cooperating organization that specifically states:**
 - Its responsibilities and how it will interact with Rotarians
 - The organization's agreement to cooperate in any financial review of the project
- **A letter of endorsement from the host partner confirming that the cooperating organization is reputable and works within that country's laws**

SECTION 9: FINAL REPORT

Explanation: Although all partners are responsible for completing progress and final reports, the D-6220 District Grants Subcommittee requires that one partner takes primary responsibility for submitting the final report to the D-6220 District Grants Subcommittee Chair. It is recommended but not required that the Club or District receiving the funds should take primary responsibility. In any case, this signature of reporting responsibility should be that of one of the primary club's/district's project contacts.

NOTE: To select a box, double click on it. Then, from the sub-menu select checked or not checked, then click on *Okay*.

"I understand and, by signing below, indicate that our club/district accepts primary reporting responsibility."

Print Name:

Signature:

District:

Rotary
Club:

SECTION 10: DISTRICT GRANTS SUBCOMMITTEE CHAIR REVIEW

Explanation: The District Grants Subcommittee Chair (DGC) from either the host or Rotary International Partner District 6220 must certify that the application is complete. Rotary International District 6220 DGC will certify all District Grant applications initiated by RI D-6220, or member Clubs of D-6220. If the application is not complete or eligible, it will be returned to the RI D-6220 Primary Partner with a brief explanation.

"On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete, meets all TRF guidelines, and is eligible for funding."

DGSC:

Signature:

District: 6220

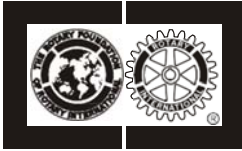
Date:

SECTION 11: COMPLETION and REPORT CHECKLIST

Before submitting your District Grant application, please take a moment to review this checklist. If you have any questions or concerns, please contact the appropriate District Grants Mentor or District Grants Subcommittee Chair.

NOTE: To select a box, double click on it. Then, from the sub-menu select checked or not checked, then click on Okay

- The project meets **all** grant policies and guidelines (see *The Guide to Matching Grants* [144-EN] or the RI Web site at www.rotary.org and [D-6220 Quick Reference Guide](#)).
- The project description clearly states how the project will assist those in need.
- The activities of the host and Rotary International District 6220 partners are clearly explained. Rotarians will be actively involved in the project.
- The host and District 6220 partners have created committees to oversee the project. These individuals are correctly listed on the application with their complete contact information.
- A detailed, itemized budget is included in the application.
- All partner contributions are listed in the application, noting which contributions will be cash and which will be District Grants.
- The Club presidents or District grants subcommittee chairs from the host and District 6220 partners have provided their authorizing signatures.
- All committee members (three for projects within D-6220 or six for projects with a host partner outside D-6220) have provided their authorizing signatures.
- or N.A. **If a cooperating organization is involved, the following letters are included with the application:**
 1. N.A. A letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, and agreeing to cooperate in any financial review of the project.
 2. N.A. A letter of endorsement from the host partner confirming that the cooperating organization is reputable and works within the laws of that community / country,
 3. N.A. If the project involves a revolving loan or microcredit, the Revolving Loan Fund Supplement and Credit Group Plan are included
- The DRFC chair has provided his/her signature authorizing the use of District Grant Funds.
- The District Governor has provided his/her signature authorizing the use of District Grant Funds.
- The District grants subcommittee chair from either the host or District 6220 partner has certified the application as complete and eligible.
- The partners have made copies of all documents for their files prior to submitting **three [3] complete copies of all documents** to D-6220 District Grants Subcommittee Chair.
- The party responsible for reporting of this grant has read the report instructions and form, which is attached to this application.
- The contacts, presidents and governors of participating clubs and districts have read the report instructions and form, which is attached to this application.



Rotary International District 6220

District Grant

Club Report Form

After review, mail or email two signed copies with all receipts to:

Sally Davis

daviss@chartermi.net

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*District Grants Subcommittee Chair
1711 Grandview Dr., Marquette, MI
49855*

Reporting Instructions

- Progress Reports are required every 6 months, and a Final Report is required within two months of the full expenditure of grant funds. Reports are to be completed by Rotarians.
- Complete and mail or email **two signed** copies with all documentation to the District Grants Subcommittee Chair. This includes, but is not limited to, banking financial statements and purchasing receipts.
- Keep a copy of each report for your records, along with receipts for all expenditures, for a period of at least 3 years following closure of the grant.
- Do **not** send the report or receipts to TRF unless requested.
- For consistency purposes, please use only **US\$ currency** for the whole report.

Please note that in addition to the Progress Report and/or Final Report:

- An article with picture(s) for display at Rotary International District 6220 events (The Rotary Foundation Event, District Conference, and/or District Assemblies) and used in District publications is required.
- If a project clearly demonstrates Rotarian involvement and is worthy of publication, you may choose to complete an RI News-tip Form, available on the RI website at www.rotary.org. Please attach action photos showing the beneficiaries or showing active Rotarian involvement.

Following review and approval, complete and mail/email two signed copies of your report with all documentation to:

Sally Davis

daviss@chartermi.net

District Grants Subcommittee Chair

1711 Grandview Drive, Marquette, MI 49855

DISTRICT GRANT CLUB REPORT FORM

Progress Report Final Report

District Grant # _____

Individual Project # _

Primary Rotary
Club: _____

Project Title: _____

Project Description

1. Briefly describe the project. What was done, when and where did project activities take place, and who were the beneficiaries?

2. How many Rotarians participated in the project? _____

3. What did they do? Please give at least two examples.

4. How many non-Rotarians benefited from this project? _____

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

6. If a cooperating organization was involved, what was its role?

Financial Report (add lines as needed; *District must retain receipts of all expenditures*)

7. Income	Amount
1. District Grant funds received from Rotary International District 6220.	
2.	
3.	
Total Project Income	

8. Expenditures (please be specific and add lines as needed)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
Total Project Expenditures	

9. By signing this report, I am making a number of representations:

- a. I **confirm** that to the best of my knowledge these District Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines.
- b. I **confirm** that to the best of my knowledge all information contained herein is true and accurate.
- c. I **confirm** that to the best of my knowledge receipts for all grant-funded expenditures have been provided to the district.
- d. I **understand and agree** that all photograph(s) submitted in connection with this report will become the property of RI and will not be returned.
- e. I **warrant** that I own or have been given authority to exercise all rights in the photograph(s), including copyrights.
- f. I hereby **grant** RI and TRF a royalty-free irrevocable license to use the submitted photograph(s) now or at any time in the future throughout the world in any manner it chooses and in any medium now or later developed. This includes the right to modify the photograph(s) as necessary in RI's sole discretion, and this also includes the right of use, without limitation, on or in websites, magazines, brochures, pamphlets, exhibitions and/or any other materials of RI and TRF.

The term "**warrant**" in clause (e) means that in the event that any expense or liability should arise in a dispute relating to ownership of the rights relating to the photograph(s), you agree to assume all related costs of resolution of such a dispute and to hold RI, TRF and all other interested entities or individuals harmless.

Certifying Signature _____ Date: __

Print Name _____

Print Rotary Title _____

Print Club Name _____