**District Grant Reports**

* Progress Report is due within 12 months of receiving funds
* Final Report is due within 2 months of completion (project must be complete within 24 months of receiving funds)
* Reports are located in the DACdb Grant Module. Fill in information under Report tabs, and upload additional information in Documents Tab

Reports to include the following information:

* Purpose of grant
* Project/activity goals and evaluation of how they were accomplished
* Description of how partners were involved in the grant
* Number of project/activity beneficiaries and how they benefitted
* Amount of club and outside funds raised versus projected amount in application
* Role of cooperating organizations
* How was the project/activity promoted
* Itemization (spreadsheet) of funds raised, how the funds were spent, including identity of vendors
* All bank statements for project-specific account where District Grant funds were deposited
* Pictures

1/1/19