



End-of-Grant/Project Reporting Form

Please complete this form in its entirety within one month after the completion of your project/event, but no later than the end of the current fiscal year (June 30). Please attach receipts. Photos of your project and personal comments help us with fundraising. Please ensure that parental/guardian permission has been given for publishing children's photos in print or internet media.

Project Title _____

Organization/Applicant _____

Email Address: _____ Phone: _____

Amount received _____ Total amount spent _____

Other source/s of funding _____ Amount _____

Number of youth involved _____ Number of adults involved _____

(If you need more space, please continue on the back or attach a separate sheet.)

Brief Description of your project:

Please explain how you accomplished your goals:

What, if anything, would have made your project work more successfully (e.g., more volunteers, more time, different materials)?

Did you use any outside help (parents, businesses, etc.)? If yes, please explain:

What suggestions do you have that would improve our Grant Program?

Signature of Applicant: _____ Date: _____

Please return this form to the Albany Rotary Club, PO Box 6004, Albany CA 94706, at the end of your project or by June 30th. You may also email the report to us at grants@albanycarotary.org