Rotary Club of Greater Geraldton Reporting & Acquittal Guidelines for Funded Projects
(Effective for all grants approved from January 2026)

Thank you for partnering with us. To ensure transparency, proper stewardship of funds and lasting community impact, all recipients must meet the following simple requirements.

Requirement	What we need from you	When it is due
1. Acknowledgment	Publicly acknowledge the Rotary Club of Greater Geraldton (logo, signage, media, social media tags).	Immediately upon receipt of funds and throughout the project
2. Interim Progress Report	1–2 page update: activities completed, challenges, photos, beneficiary feedback.	6 months after funding OR midway through project (whichever is sooner)
3. Final Project Report	2–3 pages + photos: • What was achieved • Number of beneficiaries • Measurable outcomes vs original goals • Lessons learned	Within 60 days of project completion (no later than 12 months after funding)
4. Financial Aquittal	• Table of income & expenditure (budget vs actual) • Copies of receipts/invoices for every expense • Bank statement showing Rotary funds • Return any unspent money within 30 days	Submitted together with the Final Project Report
5. Site Visit / Monitoring	Allow Rotary members to visit the project or meet beneficiaries (we will give reasonable notice).	At any reasonable time during the project
6. Sustainability Update	One short paragraph or email telling us how the project continues 6–12 months after completion.	6–12 months after Final Report (not required for grants <$1,000)
7. Photos & Promotion	Provide 4–6 high-quality photos (with signed consent forms where people are identifiable). We may use these and your project story to promote Rotary.	With Final Report (earlier photos always welcome)

Simple templates for the Interim Report, Final Report and Financial Aquittal are available on request or from our website.

Important notes

Late or missing reports may disqualify your organisation from future Rotary funding for 3 years.

- Keep all records for at least 3 years — we may request an audit.
- If circumstances change and the project cannot proceed as planned, contact us immediately.

Submission Email all reports and documents to: woodhamsgrant9@gmail.com Subject line: "[Your Organisation Name] – [Interim/Final] Report"

We are here to help — if you need assistance with reporting, please contact the Grants Chair at the email above.

Thank you for making our community better together! Rotary Club of Greater Geraldton – Service Above Self