Rotary Club of Greater Geraldton SIMPLE REPORTING TEMPLATES (Use these or your own format — just make sure you cover everything)

1. INTERIM PROGRESS REPORT

(To be submitted 6 months after funding or halfway through the project)

Organisation: _____ Project Name: _____
Date of this report: _____ Amount received from Rotary: $_____

1. What have you done so far? (bullet points are fine)

_____

_____

_____

2. How many people have benefited so far? _____
3. Any challenges or changes to the project?

_____

_____

4. What are the next steps in the coming months?

_____

_____

5. Attach 2–4 photos (with short captions) ☐ Done

Signed: _____ Name & Position: _____ Date: _____

2. FINAL PROJECT REPORT

(To be submitted within 60 days of project completion)

Organisation: _____ Project Name: _____
Date of this report: _____

1. What did you achieve? (Please refer to the original goals in your application)

_____

_____

_____

2. Final numbers: • Total people/children/families directly benefited: _____ • Any other measurable results (e.g. trees planted, meals provided, students trained): _____
3. What worked well and what would you do differently next time?

_____

_____

4. How will the benefits continue after Rotary funding ends? (sustainability)

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5. Attach 4–6 good photos with captions and signed consent forms if faces are shown ☐ Done

Signed: _____ Name & Position: _____ Date: _____

3. FINANCIAL ACQUITTAL (to be submitted with the Final Report)

Organisation: _____ Project Name: _____
Total Rotary grant received: $_____

Date	Description of expense	Amount Spent	Receipt attached? (Y/N)
TOTAL SPENT		$	

Amount unspent (if any) $_____ ☐ We have transferred the unspent amount back to the Rotary Club (attach bank transfer receipt) OR ☐ We request approval to use the unspent amount for: _____

Bank account the Rotary funds were paid into: Bank: _____ BSB: _____
Account No: _____

Declaration: I certify that the Rotary Club of Greater Geraldton funds were used only for the purposes approved and that all information above is true and correct.

Signed: _____ Name & Position: _____ Date: _____
Phone: _____ Email: _____

Please email all reports and this acquittal (plus receipts & photos) to: woodhamsgrant9@gmail.com Subject line: "[Your Organisation] – Final Report & Aquittal"

Thank you for your partnership! Rotary Club of Greater Geraldton

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