SAN FRANCISCO ROTARY FOUNDATION

Grant Project /Event Final Report

Project/event name/title: Click here to enter text.

Project/event date: Click here to enter a date.

Grant amount: Click here to enter an amount

Project/event Chair/Co-chairs:

Name: Click here to enter text. Phone: Click here to enter text. Email: Click here to enter text.

Name: Click here to enter text. Phone: Click here to enter text. Email: Click here to enter text.

Project/event partner organization(s) (if any): Click here to enter text.

How many SF#2 Rotarians, Rotaracts, Interacts or other Rotarians participated in the Project/event?

SF#2 Rotarians: Click here to enter text. Rotaracts: Click here to enter text. Interacts: Click here to enter text. Other Rotarians: Click here to enter text.

Project/event objectives: Click here to enter text.

Extent to which objectives were met: Click here to enter text.

1. Attach a detailed, categorized expense/disbursement report on the use of funds provided by this grant. Further;
	1. Funds remaining at project’s/event’s completion $ Click here to enter text.



* 1. Has this remaining balance been returned to the SFRF?



* 1. If remaining balance hasn’t been returned, why not? (This will need to be resolved before any new grant request can be approved.) Click here to enter text.
1. Project/event follow-up financial review (If easier &/or quicker, you may mark-up a second copy of the expense/disbursement report in answering “a” & ”b” below):
	1. Identify (#) the budget income & expenses categories which should be eliminated or reduced (by what amount) as a result of the experience gained though this Project/event, if this project/event were to be done again.
	2. Asterisk (🞾) those budget categories/expenses which should be increased (& estimate amount) for a future similar project/event to make it more successful and result in all funds being spent as wisely/effectively as possible.
2. Project/event planning/logistics (non-financial factors):
	1. What should be done differently if this project/event is done again to achieve a more successful/better result/outcome?

Click here to enter text.

* 1. List observations made during the project/event which were overlooked and which if added would result in a more favorable/successful outcome:

Click here to enter text.

* 1. State whether or not you recommend this project/event be done again in the future years and very briefly explain why/why not.

Click here to enter text.

1. **Publicity (Two spheres – 1. Club (& if applicable, partnership organization) & 2. Bay Area community at large)**: It is inherent in the SFRF’s support of and contributions to a Project/event that publicity credit be actively sought and arranged so the RCSF (& SFRF, as appropriate) are noted as the contributor(s) of the funds and personnel supporting this project/event.
	1. Describe how you ensured that the general public became aware that this was a RCSF/SFRF sponsored project/event and to what extent “natural” inherent publicity without specific focused effort occurred:

 Click here to enter text.

* 1. Describe how your publicity plan was established and carried out and what success you achieved. (Please attach a copy of your Publicity Plan.)

 Click here to enter text.

* 1. Describe factors of your publicity plan which you would change, specifically, to result in better, more effective publicity for RCSF/SFRF in providing the necessary funding and personnel for this project:

Click here to enter text.

*Reminder: A detailed – by category – final expense/disbursement report must accompany this Final Report before a grant request for a subsequent fiscal/club year can be considered.*

Project/event Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_