



4 Reporting

Primary grant sponsors must report on the use of grant funds. Submit all reports through **Member Access**. Progress reports are due within 12 months of receiving the first grant payment and every 12 months thereafter. Final reports are due within two months of project completion. See the sample report. All unused funds should be returned to The Rotary Foundation. Grant sponsors that have overdue reports will not be able to submit new grant applications until all previous reporting requirements are fulfilled.

Report due dates for grants are listed in the online system. In addition, if a grant report is overdue, the Foundation sends a series of reminder letters to the primary grant sponsors. Zone, district, and club leaders receive copies of the letters to ensure that they are aware of any issues and to allow them to work together to fulfill the reporting requirements.

- **18 months:** A reminder is sent to the primary sponsors that they are overdue on reporting if it has been 18 months or longer since the grant was paid or the most recent report was accepted.
- **24 months:** A second reminder is sent if the sponsors fail to submit an acceptable report. This reminder includes a warning that the primary sponsor clubs risk being terminated if the reporting requirements are not met within the next six months.
- **30 months:** This letter notifies the primary sponsor clubs that they will be recommended for termination by the Rotary International Board of Directors.

Returned global grant funds are credited to the World Fund.

For grants involving scholars and vocational training teams, the sponsor club or district is responsible for the use of grant funds by the non-Rotarian recipients and for reporting to the Foundation. Inform recipients of these responsibilities and maintain regular contact with them to ensure that grant funds are being spent as approved. For more information, see the global grant scholarships supplement.

Note: If you are applying for a global grant scholar and you or your partner are overdue in reporting, the scholar will not be able to receive global grant funds.

Elements of a Global Grant Report	Additional Reporting for Scholars and Vocational Training Team Members
<ul style="list-style-type: none"> • Purpose of the grant • Project/activity goals • Evaluation of goals and how they addressed the area(s) of focus • Results of your monitoring and evaluation plan • Description of how both partners were involved in the grant • Number of project/activity beneficiaries and how they benefited • Itemization of how the funds were spent, including identity of vendors • Role of cooperating organizations, if any • Bank statement indicating that the account is closed (if it is a project-specific account) or that all grant funds and interest were spent. 	<ul style="list-style-type: none"> • Individual report to sponsor club or district every 12 months for the term of the grant • Individual final report immediately after the travel period
<p>Report forms will be available through the online system.</p>	