

GRANT REPORT FORM

Instructions:

Following completion of your project, please submit your Grant Project Report using this Form.

Project Title: _____

Introduction

Instruction: Please complete the underlined parts of this section.

This project [Project Title] was conducted in [Location/s in Country] between period [xxxx and xxxx]. Managed by the [Rotary Club / Rotaract Club of xxxxxxxxxxxxxxxxx], the key project Partners for this Grant project were: The local government and health department participated in these key tasks..... The Rotarians and Rotaractors played important roles in this project, their main tasks were The RAM-Global Small Grant of \$1,000 contributed towards a total project budget of [USDXXXX or N/A]. The funds from RAM-Global were part of a larger project [state if the larger project is a Rotary GG] that aims to [.....or N/A].

Project Rationales

Instruction: Please complete the underlined parts of this section.

The project was conducted to address the problems of [.....number of malaria cases and malaria deaths in the last year]. Discussions with [.....eg. Government staff. Local communities, health centres] revealed that there were gaps in malaria services [give examples of the gaps].

Project Activities

Instruction: Please complete the underlined parts of this section.

The Small Grant for this project was used for (please list the activities):

1.
2.
3.

Project Achievements

Instruction: Please list your achievements in the space below.

An Example: This project conducted 2 drama sessions for pregnant women at the end of 3 months.

1.
2.
3.



**Rotarians Against Malaria-Global Rotary Action Group
(RAM-Global)**

Annexes

Instructions:

Please attach the following documents to your Grant Report:

1. *All relevant supporting documents & Photos / Videos.*
2. *Signed "RAM-Global Photo / Video Consent Form".*
3. *Financial Report – see example below*

Annex 3: EXAMPLE Financial Report

No	Item	Income USD	Expenditure USD	Balance USD
1	Transferred from RAM-Global	1000		
	Hire 2 Actors for Drama Play		300	
	Banners and Posters		500	
	Rotary Signage		200	
				0