

## LCI MD 105 FOUNDATION REPORTING

The information and guidelines provided in this form are to assist you in the preparation of the progress and final reports for the grant awarded to you. Your report helps provide a means of evaluating the grant and measures benefits achieved.

We will use the information you provide to monitor and report on the impact of our grant giving programme and to check that funds are being used for the purposes for which they were awarded. We may also use the information you provide for publicity purposes to show donors, potential donors and other interested parties how the monies we have received and the grants we have awarded have been spent.

### GUIDELINES

- + A progress report should be submitted every three months, depending on the level of activity. A final report is due no later than 45 days after completion of the project.
- + Or if you are working with the Lions in a partnership or with a Memorandum of Understanding on the 1st June each year
- + Your report should be in a narrative format and must include all information requested in this report form. Please do not feel constrained by the form; all additional information regarding the project is of great interest.

### A. GENERAL GRANT INFORMATION

- + Title (Specify if progress, annual or final report)
- + Grant award amount
- + Date project completed
- + Number of direct beneficiaries

### B. NARRATIVE REPORT

- + Provide detailed description on how the LCI MD105 Foundation funds were utilized.
- + What was the situation in the community before the project started?
- + How did the LCI MD105 Foundation grant help in completing your project?
- + How has this project affected the people in your community?
- + How has the project helped the community to become more aware of your district/multiple district's work?
- + Please send action photographs of the project and those individuals benefiting from the project.

### C. FINANCIAL REPORT

- + Complete an accurate record of the funds received and expenses incurred.

- + Comparison between the anticipated and actual expenditures. Any portion of the grant unspent at the completion of the project shall be immediately returned to LCI MD105 Foundation.
- + Receipts and supporting documentation for items purchased, or costs incurred, consistent with the approved budget.

#### D. LCI MD105 Foundation Acknowledgements

All projects must carry a definite acknowledgement as having been made possible through LCI MD105 Foundation..

- + How has LCI MD105 Foundation involvement with the project been publicized? (Please include copies of newspaper stories, etc.)
- + This section must include photographs/documentation of the actual LCI MD105 Foundation acknowledgement confirming the Lions involvement with the project was acknowledged.
- + LCI MD105 Foundation selects projects for publicity based on the information sent with this report. LCI MD105 Foundation is specifically looking for project action pictures and pictures of individuals benefiting from the project. Pictures should be sent in high resolution digital format.

#### DID YOU REMEMBER TO INCLUDE . . .

- + Copies of receipts for all items and supplies purchased with LCI MD105 Foundation grant funds?
- + Photographs showing the Lions involvement in project activities?
- + Keep a copy of the entire report being sent to LCI MD105 Foundation
- + Send report to LCI MD105 Foundation via a traceable mail service to reduce the chance that the report will be lost in the mail?