



Guide to Understanding Activity Reports

The activity report provides information about grants sponsored by your district or clubs in your district. The definitions and requirements should ensure that your district is in compliance with The Rotary Foundation payment and reporting requirements.

Status Definition

Reverted	an application that does not meet TRF's minimum requirements and is returned to the sponsors with explanation
Pending	an application that is pending review, but may not be complete
Withdrawn	an application that will not be given consideration for approval
Approved	an application awarded a grant, awaiting sponsor contributions, signed agreement forms and payee information in order to make payment
Paid	a grant paid in full to the sponsors, or recently forwarded to the RI Finance Department for payment
Funded	a partial payment of a grant award to the sponsors
Reported	a grant for which an acceptable progress report has been received
Closed	a grant for which an acceptable final report has been received

Payment Requirements

TRF requires approved grants to be paid within 15 months of their approval date or they will be cancelled. You may see cancelled grants in the report.

Reporting Requirements

TRF requires sponsors to provide a progress report on the implementation of the project every 6 months and a final report two months after the completion of the project. An Independent Financial Review must be completed annually for grant award amounts over US \$25,000.

Please note that a grant that has a "Funded," "Paid," or "Reported" status over six months old is overdue on reporting. If a "Reported" date has not been identified, it means a report has not been received. Contact the sponsoring club in your district to request them to submit a progress or final report to TRF with a copy to their international partner club.

If the date that appears in the "Report Incomplete" column on the attached activity report is the most recent date recorded for that grant, it means the progress report submitted by the sponsors is missing information. TRF staff will correspond, or has corresponded with the primary host and international contacts to request additional information in order to complete the report so that it can be accepted.