



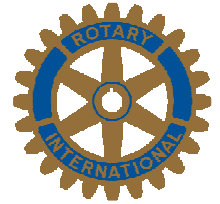
## CRCID

### Canadian Rotary Collaboration for International Development

7-1615 North Routledge Park, London ON N6H 5L6

Phone: (519) 473-2100 – Fax: (519) 471-8982

Email: [rotary@crcid.org](mailto:rotary@crcid.org) - Website: [www.crcid.org](http://www.crcid.org)



*Supported by the Canadian International Development Agency (CIDA) and participating Rotary Clubs*

## CRCID Reporting Requirements

CRCID is a Canadian multi-district Rotary organization that assists large scale Rotary international development projects /programs with Canadian government funds [CIDA]. The Rotary project / program raises an agreed upon amount of 'Rotary in Canada funds' (meaning dollars raised by a Rotary club / district or RAG with a Canadian foundation) and CRCID will 'match' with Canadian dollars to a certain percentage.

**CIDA requires for a project / program to retain receipts for any expense incurred that totals over 500.00 CAD.**

**This does not apply to just CRCID / CIDA funds. This applies to the Rotary in Canada funds that CRCID has matched as well.**

*Example: A program is working with CRCID on a funding ratio of \$1.00 : \$0.80 Rotary in Canada to CRCID funds. The program raises \$100,000 Rotary in Canada funds to qualify for \$80,000 in CRCID funds, **totalling \$180,000.***

***The program would need to submit copies of receipts of any expense over 500.00 CAD to CRCID that total \$180,000.00, NOT just the \$80,000 as was provided by CRCID.*** This is a requirement of CIDA and its purpose is to prove that those funds raised to qualify for the 'match' were used for the same program as the CRCID funds. CRCID understands that The Rotary Foundation does not require copies of receipts for reporting on grants; but CRCID still must retain these expense receipts.

### CRCID Reporting Cycles

CRCID supplies templates to each program for each report. Samples can be found at:

<http://www.crcid.org/Forms.html>

#### **Every 6 months [or as required by CRCID]:**

1. Interim Financial Report
2. Interim Narrative Report

#### **Annually**

1. Work Plan outlining future plans for next calendar year

#### **At conclusion of program**

1. Final Financial Report
2. Final Narrative Report

For questions on CRCID Reporting Requirements, please contact Kevin Webb at [kwebb@crcid.org](mailto:kwebb@crcid.org)