



**THE PUTNAM COUNTY COMMUNITY FOUNDATION, INC.
GRANT REPORT FORM**

Progress Reports due July 15th and January 15th.

Final Report due one year from grant or when project is completed, whichever is sooner.

Grantee: _____ Grant Number: _____

Purpose of Grant: _____

Please check one and identify dates covered by report:

Progress Report (____ / ____ / ____ to ____ / ____ / ____)

Final Report (____ / ____ / ____ to ____ / ____ / ____)

Grant extension requested (please check one):

Yes (please attach letter stating reasons for request)

No

I certify that the funds for the grant indicated above were used only for the purpose described in the grant agreement and that the information contained in this report is true to the best of my knowledge.

Signature

Date

Printed Name

Phone Number

A complete report includes the following:

- This report.
- An itemized list of expenditures for this grant with item description (i.e. books, paper, lumber, etc.) and the amount of each item. This list should match the receipts provided.
- Copies of receipts for project expenditures for the grant period covered by this report.
- A copy of the organization's most recent financial statements.
- Copies of educational literature, promotions, press releases, annual reports, and other publications that notes the support your organization received from the Community Foundation.
- If applicable, high quality photos suitable for Community Foundation publications (electronic version preferred).

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1. What progress has been made in accomplishing the grant's purpose? (Attach additional pages if more space is needed.)

 2. What measurable impact has been made on Putnam County as a direct result of this grant to your organization?

 3. Is there anything you wish the Community Foundation to consider doing in partnership with your organization to ensure this grant project is successful?

 4. Total grant funds spent as of this report: _____
 5. Grant funds unspent as of this report: _____