



PUTNAM COUNTY COMMUNITY FOUNDATION YOUTH GRANT REPORT FORM

2 South Jackson Street * P.O. Box 514*Greencastle, Indiana 46135
Phone: 765.653.4978 * Fax: 765-653-6385* www.pcfoundation.org

Progress Reports due July 15th and January 15th
Final Report due one year from grant or when project is completed, whichever is sooner.

Sponsoring Organization/Grantee: _____ Grant Number: _____

Purpose of Grant: _____ Grant Amount: _____

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 information contained in this report is true and complete to the best of my knowledge.

Signature

Date

Printed Name

Phone Number

A complete report includes the following:

- This executed grant report form.
- 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.
- 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).

This section to be completed and signed by the youth leader(s):

1. What were the highlights of accomplishing this project? (Attach additional pages if more space is needed.)
2. What went well? What was easy?
3. What did not turn out so well? What was difficult?
4. Grant funds spent as of this report: _____
5. Grant funds unspent as of this report: _____

I certify that the information provided in this report is true and complete to the best of my knowledge.

Youth signature

Date

Adult signature

Date

Print Name

Print Name