



THE PUTNAM COUNTY COMMUNITY FOUNDATION, INC.
GRANTS REPORT FORM – Fall
Progress Report due July 15
Final Report due January 15

Grantee: _____ Grant Number: _____

Purpose of Grant: _____

Please check one:

- Progress Report
 Final Report

Grant extension requested (please check one):

- Yes (please attach letter stating reasons for request.)
 No

Name of person completing report: _____ Phone #: _____

1. What progress has been made in accomplishing the grant 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. Itemize the expenditures for this grant below with item description (i.e. books, paper, lumber, etc.) and the amount of each item. (Attach additional pages if more space is needed.)

4. Grant funds spent as of this report: _____

5. Grant funds unspent as of this report: _____

6. Is there anything else the Community Foundation can do in partnership with your organization to ensure this grant project is successful?

Please enclose the following with your report:

- A copy of the organization's most recent financial statements.
- Copies of receipts of project expenditures for the grant period covered by this report.
- Copies of educational literature, promotions, press releases, annual reports, and other publications produced for this grant project or that notes support from the Community Foundation.
- Copies of photos suitable for Community Foundation publicity.