



GRANT REPORT FORM

In an effort to better understand the impact of grants and to comply with reporting standards, all grantees must complete a grant report form by **August 1st of the calendar year you are awarded a grant.** If the grant will not be expended in that time frame, please call the Foundation office at (570) 624-7223 with an estimated completion date.

(Please Print or Type)

Name of Organization: _____ EIN (Tax ID #): _____

Contact Name: _____ Phone Number: _____

E-mail address: _____

Grant Year: _____ Amount: _____ Name: _____

1. This grant may be used for the specific program or project expenses as defined in your grant application. Briefly describe how the grant was expended within your organization: _____

All invoices and receipts that were received towards the purchase of equipment, supplies or any other related expenses for your program or project must be submitted with this report.

2. All public announcements concerning the grant should indicate the Schuylkill Area Community Foundation as a funding source. You may also include the name of the fund if indicated on your award letter. Please list how you will inform your Board of Directors, Committees or general public: _____

- If you have photos along with appropriate photo release documents, please e-mail the photos digitally for our annual report, website or other media related activities.

3. Comments: _____

I HEREBY CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. FAILURE TO SUBMIT THIS GRANT REPORT FORM AND RELATED INVOICES AND RECEIPTS MAY RESULT IN THE FORFEITURE OF THE GRANT.

Signature: _____

Date: _____

Please return the completed form and all attachments to
E-mail: sacf@sacfoundation.com, Fax: (570) 624-7256, or mail:
Schuylkill Area Community Foundation
216 S. Centre Street
Pottsville, PA 17901