



# FOUR WAY COMMUNITY FOUNDATION

## Grant Report Form

Please send completed Grant Report by email to: [fourwaycommfdn@gmail.com](mailto:fourwaycommfdn@gmail.com)

This report will verify you have completed the approved project as outlined in your grant application, and you have expended the funds as planned. Please attach copies of any relevant receipts. **If the project is incomplete and an extension is required, please use the grant extension request form.**

Unless an extension is granted, projects must be completed by June 1, of the year following the grant award, or awardee may be asked to return granted funds. However, waiting until June may preclude you from being eligible for the next year's grant cycle as our deadline for applications is **April 1**. If there are elements of your project outstanding but expected to be completed by June 1 and you are reporting before then, please briefly explain the expected completion timeline.

Name of Organization: \_\_\_\_\_

Funding received in YEAR: \_\_\_\_\_ Date of this report \_\_\_\_/\_\_\_\_/\_\_\_\_

Person writing report: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Project Title: \_\_\_\_\_

Amount awarded for this project by the Four Way Foundation: \_\_\_\_\_

Project Completion Date (or Expected Date): \_\_\_\_\_

Project Description or Comments: \_\_\_\_\_

Were all funds expended as indicated in the approved budget?  YES  NO

If no, unused funds are to be returned to the Four Way Community Foundation at P.O. Box 652 Grants Pass, Oregon 97528, or a request may be made to the Foundation to use the funds for capital items that support or align with the approved project. Attach the Extension/Change Request form if needed.

**We appreciate photographs** of completed projects emailed to: [fourwaycommfdn@gmail.com](mailto:fourwaycommfdn@gmail.com). These may be used on our website ([fourwaycommunityfoundation.org](http://fourwaycommunityfoundation.org)) and other promotional media. If identifiable people are shown in the photographs, please be sure you have on file written permission for the photos to be used by Four Way for promotional purposes, because we will assume we have permission to use them.

Printed Name and Title \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Your signature above indicates the accuracy of the information provided and that you have permission for us to use any submitted photos.