



**FOUR WAY  
COMMUNITY  
FOUNDATION**

### **Program Report Form for Beneficiaries**

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

This is for groups receiving a donor directed annual gift that carries a reporting requirement. This report will verify that funds have been spent in the manner intended by the donor who has entrusted their bequest to The Four Way Community Foundation. **Attach extra pages or documentation as needed.**

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

Year funding received: \_\_\_\_\_ Amount received: \_\_\_\_\_

Date of this report \_\_\_\_/\_\_\_\_/\_\_\_\_ Person writing report: \_\_\_\_\_

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

**Please attach a basic budget demonstrating how the funds were expended.**

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

\_\_\_\_\_

Please tell us how many people were served by this program in what ways: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What was made possible by this gift that would otherwise not have happened? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there any information, acknowledgements, or thanks that you would like us to pass along to the family of the donor? \_\_\_\_\_

\_\_\_\_\_

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

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

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