

THE
FOURWAY
COMMUNITY FOUNDATION

P.O. Box 652, Grants Pass, OR 97528

fourwaycommunityfoundation.org

fourwaycommfdn@gmail.com

Grant Report Form

Send completed Grant Report to post office box or email address above, **preferably BOTH.**

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, 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. These may be used on our website (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.