

APPENDIX C **Grants Monitoring Procedures—** **Grantee Reports**
Sample Letters and Forms

10. Expenditure Report

Grantee:

Grant Number:

Address:

Grant Purpose:

Grant Period:

-
- Interim Report Due Date:
 - Final Report Due Date:

This report covers the period from _____ to _____

The foundation recognizes that occasionally grantees may need to modify the original project budget, personnel or activities. Requests for such modifications must be submitted in writing for foundation approval before interim or final reports of a modified project can be considered.

- | | | |
|----|--|----------|
| 1. | Grant funds received from foundation during period specified above | \$ _____ |
| 2. | Authorized transfer of unexpected balance from previous reporting period (if applicable) | \$ _____ |
| 3. | Total funds available for expenditure | \$ _____ |
| 4. | Total funds covered by report (Schedules A through H) | \$ _____ |
| 5. | Unexpended balance (line 3 minus line 4) | \$ _____ |

Instructions:

- Indicate whether this is an interim or final report (final reports include all expenditures from date of completion of interim report through termination date of grant)
- Indicate period covered by report by specifying the inclusive dates
- Report and itemize all expenditures during specified reporting period per the attached supplemental schedules
- Forms must be signed by authorized persons (see last page)
- Forward one copy of the report to **FOUNDATION CONTACT, ADDRESS.**