



**Frank Tarter Community Trust Grant
Grant Report Form
This report is due December 1, 2011**

Internal Revenue Service regulations require Community Foundations to have this completed form on file.

Organizations who have been awarded prior grants must have complied with all reporting requirements and be in good standing before submitting another request.

Date of this report _____ Date grant awarded May, 2011

Name of Organization _____

Officer making report _____

Phone number or e-mail of officer making report _____

Grant Purpose _____

Amount of Grant awarded _____

A. For equipment grants: Complete B3, B4, B5, and B6

1. Attach **detailed project budget** including how Foundation funds were used as outlined in the grant proposal. Include other sources and amounts of funding such as donations, fees, other grants, and in-kind contributions, used to complete your project.
2. **Attach copies of receipts and copies of checks used to purchase grant items.**
3. Include a photo of the completed project for documentation and PR purposes. Photos must be either e-mailed to the Foundation or be on reproducible photo paper. Please be aware that any pictures sent could be used in future publications for RCCF.
4. How was this grant publicized? Provide copies of publicity.

B. For program grants, complete the following:

1. Detail the project objectives achieved per the proposal outline.
2. Evaluate the success or failure of the funded project.
3. Attach **detailed project budget** including how Foundation funds were used as outlined in the grant proposal. Include other sources and amounts of funding such as donations, fees, other grants, and in-kind contributions, used to complete your project.
4. **Attach copies of receipts and copies of checks used to purchase grant items.**
5. Include a photo of the completed project for documentation and PR purposes. Photos must be either e-mailed to the Foundation or be on reproducible photo paper. Please be aware that any pictures sent could be used in future publications for RCCF.
6. How was this grant publicized? Provide copies of publicity.

*Please complete each item on this form.
Use reverse side or additional sheet if necessary.*