

**Ripley County Community Foundation, Inc.**  
**Grant Report Form**  
**This report is due six months after grant is awarded.**

**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 \_\_\_\_\_

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

Officer making report \_\_\_\_\_

Phone number or e-mail of officer making report \_\_\_\_\_

Grant Purpose \_\_\_\_\_

Amount of Grant awarded \_\_\_\_\_

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**A. For equipment grants, complete the following:**

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.** Do not send a copy of the check RCCF sent to you. RCCF needs a copy of the check your organization used to purchase items.

3. How was this grant used? Who benefited from the grant?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. 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. Do not send photos that are not able to be reproduced for publication. Please be aware that any pictures sent could be used in future publications for RCCF.

5. How was this grant publicized? Provide copies of publicity.

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\_\_\_\_\_  
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**B. For program grants, complete the following:**

1. Detail the project objectives achieved per the proposal outline.

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2. Evaluate the success or failure of the funded project.

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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.** Do not send a copy of the check RCCF sent to you. RCCF needs a copy of the check your organization used to purchase 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. Do not send photos that are not able to be reproduced for publication. 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.

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*Please complete each item on this form. After the form is complete, print and attach required addendums before mailing or delivering to the Ripley County Community Foundation, Inc. 4 South Park Avenue, Suite 210, Batesville, IN 47006.*

**Ripley County Community Foundation  
Grant Report Due Dates**

<u>Grants Awarded</u>	<u>Date Due</u>
April Small Grant	November 1, 2011
June Small Grant	January 1, 2012
August Small Grant	March 1, 2012
October Small Grant	May 1, 2012
October Large Grant	May 1, 2012

YOU MUST REQUEST AN EXTENSION IF YOUR ORGANIZATION CANNOT MEET THE REPORTING DEADLINES. **PLEASE NOTE:** YOUR ORGANIZATION CANNOT APPLY FOR ADDITIONAL GRANTS IF YOU HAVE AN OUTSTANDING GRANT REPORT DUE.