

City of Chowchilla Council Contingency Fund (CCF) Grant Report

INSTRUCTIONS

All CCF fund recipients are required to submit a Grant Report. Grant reports are due no later than 60 days following the completion of the event/project.

Grant Report

<i>Report Date:</i>	<i>Date of Event/Project:</i>
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Section One: Organization

Organization Name	
Contact Person	
Address	
City/State/Zip Code	
Phone Number	
E-mail	
Have there been any changes to your organization's 501 (c)(3) status since the initial request for this grant?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable If yes, please explain:

Section Two: Project/Event Description

Project Name	
Project Description	
Grant Amount	

Section Three: Project/Event Implementation

Describe the organization's experience executing the project or event, including:

- a. Implementation strategy and timeline.
- b. Any issues the organization faced or is faced while implementing this project.
- c. Any modifications that were made to the original project or event and why.

Section Four: Evaluation and Outcome

What were the **expected** outcomes of the program?

What were the **actual** outcomes of the program?

Section Five: Financial Reporting

Describe any changes that occurred to the original budget.

Please provide a detailed list of project revenues.

PROJECT REVENUES			
PLEASE INDICATE PRIVATE, FEDERAL, STATE, FOUNDATION OR OTHER SOURCES			
Source of Funds and Description of Terms	Last Year's Revenue		Source of Funds and Description of Terms
			This Year's ACTUAL Revenue
<i>Example: Grant</i>	\$5,000		<i>Example: Grant</i> \$5,000
Check Box if Not Applicable	<input type="checkbox"/>		
Total:			Total:

Please provide a description of in-kind revenues. An in-kind contribution is a non-cash donation, contribution, or gift which can be given a cash value.

ACTUAL IN-KIND CONTRIBUTIONS	
Type of Contribution	Total Value
<i>Example: Printing</i>	\$500
TOTAL:	

DETAILED EXPENSES		
Project Costs:	Current Year Expenses	CCF Request
Example: <i>Artistic Staff - Salary</i>	\$1,000	\$500
<i>Marketing Materials</i>	\$400	\$400
Total Project Costs:		

Please list funding sources used for the project/event in addition to CCF funds.

Did you have the necessary funds to fully implement this project as intended?

What financial resources, other than CCF funds, will be available to continue this project/event?

Section Six: Sustainability

What are the organization’s long-term plans for funding this project/event?

Section Seven: Certification

To the best of my knowledge and belief, the statements contained in this report are true, correct, and represent the complete accounting of this event/project.

I have the authority to sign and submit this application on behalf of this organization.

Signature: _____ Date: _____

Title: _____

Section Eight: Acceptance of Grant Report (for Internal Use Only)

Community Relations Manager:

This report has been accepted and approved: No Yes Initial: _____ Date: _____

If not, why?

Finance Director:

This report has been accepted and approved: No Yes Initial: _____ Date: _____

If not, why?