



*For Good. Forever.*

A member of the Community Foundation Alliance  
123 NW Fourth Street, Suite 220  
Evansville, IN 47708

## Grantee Six-Month Report

The Vanderburgh Community Foundation regularly evaluates its grant programs and the impact of its funding on the community. In order to guide its grant-making process, the Community Foundation requires that you submit to us a six-month progress report utilizing the following form.

Name of Organization	Date of Report
Executive Director or Equivalent	Name of Individual Submitting the Report
Grant Number	Amount of Grant
<b>Project/Program Information</b>	
1. Briefly describe the project for which the grant was awarded.	
2. Has the project differed in execution from the project presented in the proposal? If so, please explain.	

3. What have been the project accomplishments to date? Please describe how you are meeting your goals and objectives as set forth in the proposal.

4. Describe those served by the project to date, specifically referring to geographic location, age, and other descriptors.

#### **Financial Reports**

1. Using the worksheet provided, submit an itemized list of actual expenditures and income/funding sources to date for your project. Please also indicate in the appropriate area the project budget as approved with the grant.

2. The Community Foundation retains the right to audit this grant. Please keep all receipts relating to your project and make them available for review by a representative of the Community Foundation throughout the grant period and for at least three months after submitting the final report.

Please return this form to:

**Vanderburgh Community Foundation**  
**123 NW Fourth Street, Suite 220**  
**Evansville, IN 47708**



*For Good. Forever.*

A member of the Community Foundation Alliance  
 123 NW Fourth Street, Suite 220  
 Evansville, IN 47708

## Project Budget Worksheet Six-Month Report

Please be thorough when completing this form. Your budget should reflect **all** actual expenses and actual income/funding sources for the project as well as all proposed budget items approved with the grant.

If you have questions about completing this form, please contact the Vanderburgh Community Foundation at 812.422.1245 or the program director for the Community Foundation Alliance at 812.434.4923.

PROJECT EXPENSES	AS APPROVED WITH THE GRANT	ACTUAL TO DATE	INCOME/ FUNDING SOURCES	AS APPROVED WITH THE GRANT	ACTUAL TO DATE
<b>TOTAL</b>			<b>TOTAL</b>		

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_