



## Designated Fund Grants

### Final Grant Report

The Community Foundation for Southwest Washington requires an annual report on the use of Designated Fund grants to confirm that the donor's original intent for this grant was fulfilled, as outlined in the grant award letter. The report is due to the Community Foundation for review before a Designated Fund grant may be approved for your organization for the following year. Please contact our office to determine an appropriate due date that works for both the Community Foundation and your organization.

Please enclose a copy of your organization's most recent annual financial statement with this report.

Name of organization:

Fund name grant was awarded from:

\_\_\_\_\_

\_\_\_\_\_

Address:

Amount received in (year)\_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

Amount spent in (year)\_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

Name and title of person in charge of grants: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Name of Executive Director \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

The donor's intended use of the funds, including any restrictions placed on the funds, is described in the distribution letter that accompanied the grant check. If any part of the donor's original instructions are unclear, please refer to the letter or call the Community Foundation for more information.

How were grant funds used this past year?

\_\_\_\_\_ General operating expenses    \_\_\_\_\_ Special projects    \_\_\_\_\_ Programs    \_\_\_\_\_ Other

If applicable, list the specific expenditures for which the funds were used.

What, if any, restrictions are placed on the use of the funds?

\_\_\_\_\_ Geographical limitations – Please describe:

\_\_\_\_\_ For specific purpose – Please describe:

\_\_\_\_\_ Other – Please describe:

Designated Fund grants may be awarded as an annual distribution, provided funds continue to be used according to donor intent. If you did not spend all grant funds awarded for the year outlined in the grant award letter, please indicate the dollar amount of unspent funds and explain why all grant funds were not needed and your organization's plans for use of unspent grant funds.

If applicable, what accomplishments were made possible by this grant?

Briefly, describe the major accomplishments of your organization during the past year.

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Signature and title of person completing Final Grant Report

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Date