



# DAVIESS COUNTY COMMUNITY FOUNDATION

A Member of the *Community Foundation Alliance*

320 E Main Street

PO Box 302

Washington, IN 47501

812.254-9354

## Grantee Six-Month Report

The Daviess County 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.

#### **Additional Information**

Please submit with this report any photographs or news articles you may have relating to your project. The Community Foundation often uses photographs for its publications, so please clearly describe the pictures and the names of those pictured.

Please return this form to:

**Daviess County Community Foundation  
320 E Main Street  
PO Box 302  
Washington, IN 47501**

