



PLEASE READ

Please note that receipt of the grant funds carries the stipulation that your organization must file a simple Quarterly Report explaining the progress using the grant funds, and listing their expenditures.

Not completing and submitting your Quarterly Report in a timely manner could affect your receipt of future grants from the Foundation.

**Sample Report Forms are attached and are also available as a PDF document at:
<https://www.southmin.org/southminster-foundation/>**



Required Grant Quarterly Reporting Forms

Each grant recipient is required to provide a quarterly report explaining the implementation of using the grant funds, and listing their expenditures. The reports are due on July 15th, and October 15th of the year the funds were granted, and January 15th, April 15th, of the following year. Once all the grant funds have been expended, no further quarterly reports are required.

Each quarterly report will include the following:

1. The current quarter being reported (January, April, July, or October)
2. Name of the organization and its address
3. The contact individual for the organization – phone number and e-mail
4. The total amount of the Foundation grant funds spent during the current quarter
5. A brief paragraph describing what the Southminster Foundation grant funds were spent for, and their associated amounts. Specifically, use the items listed in your approved grant when describing expenditures.
6. A brief paragraph describing how the expenditure helped accomplish the goals of your grant project
7. Signature of the report preparer and the date

Quarterly reports may be sent via US Mail to address below, or e-mailed to: foundation@southmin.org



Southminster Foundation

QUARTERLY GRANT REPORTING FORM

Current quarter being reported (January, April, July, or October) _____

Name of the organization _____

Address _____

Contact individual for the organization _____

Phone number _____

E-mail _____

Amount of grant funds spent during the current quarter \$ _____

A brief paragraph describing what the Southminster Foundation grant funds were spent for, and their associated amounts. Specifically, use the items listed in your approved grant when describing expenditures. Use more pages if necessary.

A brief paragraph describing how the expenditure helped accomplish the goals of your grant project. Use more pages if necessary.

Signature of the report preparer _____

Date _____