ELMWOOD
Community Foundation

Grant Disbursement Report

(Use back of page if additional space is required.)

Date:_____

1) Legal Name of Organization:_____

2) Contact Person:_____ Telephone:_____

3) Purpose of Grant:_____

_____

_____

_____

4) Grant amount awarded by Elmwood Community Foundation:_____

5) Total costs of entire program/project:_____

6) Funding/Completion period — From: _____/_____/_____ to _____/_____/_____

Each purchase must be itemized and invoices and/or receipts submitted to Elmwood Community Foundation. Credit card receipts, copies of checks, etc. must accompany the Disbursement Report showing proof-of-purchase for each item within 30 days of purchase.

Date of Purchase	Item/Service Purchased	Supplier	Total Cost

In the event that purchases cannot be made within the 12-month timeframe of the grant awarded and the schedule needs to be extended, you must provide an explanation of why and receive pre-authorization from Elmwood Community Foundation to extend the timeframe.

The grantee certifies that, to the best of their knowledge, all information documented in this report is true and correct. The grant recipient also has acknowledged the Elmwood Community Foundation in a social media post, press release, or signage. A copy of the publicity is included with this report. _____ (initial here)

Authorized Signature & Title (CEO, Executive Director):_____

The Disbursement Report will serve as proof that the grant has been closed. As a general rule, organizations with an active grant are not eligible for another grant. The figures reported in this report should total the original costs outlined in the grant application and agreement.