



Quarterly Report Form

Quarterly reports are due every 3 months until the grant is closed

Legal Name of Organization: _____

Name of Person Completing Report: _____

Contact Phone Number: _____ Contact Fax Number: _____

Contact E-mail Address: _____

Project Title: _____

Arctic Slope Community Foundation Grant Award Number: _____

Arctic Slope Community Foundation funds expended: _____ as of _____ (DATE)

NARRATIVE REPORT. Please answer the following questions (no more than one page).

1. How did the grant funds get expended?
2. How has the project impacted your organization and/or your constituency?
3. What problems, in any, did you encounter?
4. What is the community need that the project/program has met?
5. What and how were the goals were met
6. What objectives met?
7. Were there any unmet goals or objectives?
8. How many participants did you have? And how many were North Slope residents?
9. What other funding sources contributed to the project and at what level of funding?
10. Describe the measureable outcomes.

ACCOUNTING:

1. Provide an accounting of the project on the attached financial report form
2. Submit copies of receipts for all expenditures paid for with this grant

FINANCIAL REPORT: (ATTACH RECEIPT COPIES) Include the Financial Cash Report

| | | | |
|--|--|--|-----------------------|
| FINANCIAL CASH REPORT | | 2. This report is being presented to Arctic Slope Community Foundation | |
| 1. RECIPIENT ORGANIZATION Name: _____ Number and Street: _____ City, State and ZIP Code: _____ | | 3. ASCF Grant Number | 4. Grant Award Amount |
| | | 5. Total Grant Amount | |
| | | 6. Tax Identification Number | |
| PERIOD COVERED BY THIS REPORT | | | |
| FROM (month, day, year) | | TO (month, day, year) | |
| <i>Prior submitted Report</i> | | <i>Current financial information being submitted</i> | |
| Total receipts <i>(total amount received from ASCF)</i> | | Total cash from prior period | |
| Gross disbursements <i>(copies of receipts must be submitted)</i> | | Received this quarter | |
| Total cash available <i>(Sum of lines a and c)</i> | | Gross disbursements <i>(attach copy of receipts)</i> | |
| Adjustments of prior periods <i>(explain reason under comments below)</i> | | Adjustments of prior periods <i>(explain reason under comments below)</i> | |
| Cash on hand end of period | | Cash on hand end of period | |

| | | | |
|--|---|------------------|---|
| CERIFICATION By signing this, I certify to the best of my knowledge and belief that this report is true in all respects and that all expenditures have been made | AUTHORIZED CERTIFYING OFFICIAL | SIGNATURE | DATE REPORT SUBMITTED TELEPHONE <i>(Area Code, Number, Extension)</i> () ____ - ____ |
|--|---|------------------|---|

Comments:

WHAT TO DO: COMMON QUESTIONS:

1. What happens if we do not fully expend our grant before the end of the grant period?

You must request and receive approval for a project or budget revision (consistent with your original objectives) or a grant extension in order to expend any grant funds after the end of the grant period. If, at the end of your grant period, you have not requested a reallocation of unspent funds or an extension, the balance of the grant funds must be returned to the Foundation.

Please note that any organization with an open grant will not be eligible to reapply until that particular grant is complete and all reporting is on file.

2. What if our project is delayed and we cannot complete the project before the grant end-date?

You should request a grant extension stating when the project is likely to be completed. If the request is approved, you will have until the grant extension date to complete your project. If it is not approved, grant funds must be returned to the Foundation.

3. What should we do if our project is complete but we have grant funds remaining?

It depends. If you have related project expenses that were not a part of your original request, you may request a project and/or budget revision to include those expenses as part of the grant. If your request is not approved, or if you do not submit a revision request, you must return the unspent grant funds.

4. Are these requests always granted?

No. Budget revisions and grant extensions are not granted automatically. They are reviewed for both financial and programmatic appropriateness and must follow specific Arctic Slope Community Foundation Grant Guidelines.