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, if 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 measurable 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

## 1. RECIPIENT ORGANIZATION

**Name:**

**Number and Street:**

**City, State and ZIP Code:**

## 2. This report is being presented to

**Arctic Slope Community Foundation**

## 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)
---|---

### Prior submitted Report

| **Total receipts** | **Total cash from prior period** |
| (total amount received from ASCF) | Received this quarter |

| **Gross disbursements** | **Gross disbursements** |
| (copies of receipts must be submitted) | (attach copy of receipts) |

| **Total cash available** | **Adjustments of prior periods** |
| (Sum of lines a and c) | (explain reason under comments below) |

| **Adjustments of prior periods** | **Cash on hand end of period** |
| (explain reason under comments below) | |

| **Cash on hand end of period** | |

## CERTIFICATION

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 for the purpose and conditions specified.

**AUTHORIZED CERTIFYING OFFICIAL**

**SIGNATURE**

**DATE REPORT SUBMITTED**

**TELEPHONE** (Area Code, Number, Extension)

(____) ____-_______

## 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.