



PELLA COMMUNITY FOUNDATION GRANT FULFILLMENT PROGRESS REPORT

Grantee Organization:	Date Submitted:
Project Title:	Director/Official:
Please check one: <input type="checkbox"/> Progress Report <input type="checkbox"/> Final Report	Original Grant Amount: _____ Grant funds spent as of this report: _____ Grant funds unspent as of this report: _____
Name of person completing report:	Phone: Email:

1. Summarize the original project and objectives (from application).

2. What progress has been made in accomplishing the grant purpose? If appropriate, address problems or concerns encountered, resolution to those problems as well as an update on the next steps for the project.

3. Tell a brief “story” of how this grant has made a measurable impact on your organization and/or on the wider Pella community.

4. Itemize the expenditures for this grant with descriptions and the amount of each item and attach copies of invoices and/or receipts.

5. Provide feedback to the Pella Community Foundation in the following areas:

- a) Application process
- b) Guidelines and expectations
- c) Reporting to the Foundation

I certify that the information submitted is, to the best of my knowledge and belief, true, accurate and complete.

Signature: _____ Date: _____

Please enclose the following with your report:

- ✓ Copies of receipts or invoices of project expenditures.
- ✓ Copies of publicity efforts (press releases, articles, pictures, brochures) to recognize Pella Community Foundation as a donor and partner in this project.
- ✓ Copies of photos suitable for Pella Community Foundation publicity.

Mail completed form to: Pella Community Foundation
P.O. Box 112
Pella, IA 50219

Email to: info@pellacommunityfoundation.org