

USE OF FUNDS REPORT
for 2016 Grants

Please submit this signed form with the grant report narrative and attachments by September 15, 2016, no cover letter required. Charity Guild of Catholic Women will not consider further grant requests from your organization until the report is received. The September 15, 2016 deadline is absolute if your organization wishes to be considered for a 2017 grant.

Legal Name of Organization: EIN:

DBA (if applicable):

Mailing Address, City, State, and Zip:

Phone: Fax:

Website:

CEO/Executive Director:

Phone: Email:

Report Contact & Title (if not the CEO/Executive Director):

Phone: Email:

Dates Covered by This Grant:

Grant Amount: Program/Project Name:

Summary of the Grant Purpose in **75 words or less**:

Have there been any changes to your organization's federal tax-exempt status since you were awarded this grant? No Yes (Please explain in the narrative section)

By signing below, I certify that the information contained in this report is true and correct to the best of my knowledge.

CEO/Executive Director (please print or type) _____

CEO/Executive Director Signature

Date

GRANT REPORT NARRATIVE

All answers must relate directly to the funded grant. **Use only 200 words or less in each space for answers.**

1. Evaluate the PROGRESS AND RESULTS made toward the goals and objectives as stated in the funded grant application.

2. Describe and evaluate the significant SUCCESSES, CHALLENGES, and RESULTS your organization experienced related to the funded grant.

3. Report on LESSONS LEARNED whether positive or negative. Include programmatic or organizational changes made based on these discoveries.

ATTACHMENTS

Submit the following attachments with appropriate headers. Please note that you may be providing financial statements for more than one year to cover the funded grant period. It is generally understood that the fiscal year(s) of Charity Guild of Catholic Women, your organization, and the grant period may not be in alignment.

- Statement of Financial Position (Balance Sheet) and Statement of Activities (Income and Expense Statement) for the years in which the grant was used.
- Income and expenditure information compared to the approved budget for the **program funded**.

If all funding was not expended during the grant period, explain why.

For program grants, explain any major variances between the approved budget and the final project expenses being submitted with this report.

- Materials in which Charity Guild of Catholic Women is recognized as one of your donors.

For your organization to be considered for a 2017 grant, a hard copy of the Use of Funds Report with the required Attachments must be received at the Shop no later than 3:00 pm on Sept. 15, 2016. Charity Guild of Catholic Women will not consider future grant requests from your organization until the 2016 report is received. Do not submit electronically.

The packet may be mailed or hand-delivered to:

CHARITY GUILD SHOP

1203 LOVETT BLVD.

HOUSTON TX 77006

ATTENTION: CHILDREN'S CHARITY COMMITTEE