



Use of Funds Report for 2016-2017 Grants

As good stewards of our funds, the Charity Guild of Catholic Women requires that you account for the grant funds awarded to your agency. Please submit this signed form with the attachments as listed on page 3 by September 15, 2017. Agencies that do not submit reports by the deadline will be ineligible for future funding.

Legal Name of Organization: _____

DBA (if applicable): _____ EIN: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Website: _____

CEO/Executive Director: _____

Contact Name and Title (if not ED/CEO): _____

Contact Phone: _____ Contact Email: _____

Dates Covered by this Grant (MM/DD/YYYY): _____

Grant Amount: \$ _____ Program/Project Name: _____

Summary of the Grant Purpose:

Have there been any changes to your organization's federal tax-exempt status since you were awarded this grant?

Yes No (If yes, please explain in 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 Signature

Printed Name of CEO/Executive Director

Date



Charity Guild
OF CATHOLIC WOMEN
Benefitting Houston's children in need

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GRANT REPORT NARRATIVE

In the spaces provided, please provide narrative specific to the funded grant.

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

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

3. Report on LESSONS LEARNED, whether positive or negative, including any programmatic and/or organizational changes made based on these discoveries.



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ATTACHMENTS

Submit the following attachments with appropriate headers. Please note that you may be providing financial statements for more than one year in order 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 year(s) in which the grant was used.**
- **Income and expenditure information compared to the approved budget for the program. *If all funding was not expended during the grant period, explain why. Explain any major variances between the approved budget and the final financial statements being submitted with this report.***
- **Materials in which Charity Guild of Catholic Women is recognized as one of your funders.**

This Use of Funds Report with attachments must arrive at Charity Guild Shop no later than 3:00 PM, September 15, 2017, if your organization wishes to be considered for funding in any future grant cycle.

This packet may be mailed or hand-delivered to:

**CHARITY GUILD OF CATHOLIC WOMEN
1203 LOVETT BOULEVARD, HOUSTON, TX 77006
ATTENTION: CHILDREN'S CHARITIES COMMITTEE**