# UNION COUNTY FOUNDATION, INC.

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**www.ucfoundationinc.org**

**GRANT COMPLETION REPORT**

***Congratulations on (almost) completing your project!***

To adequately evaluate projects funded by UCF grants, it is necessary to return this Grant Completion Report to the Foundation as soon as possible upon completion of your project (or 6 months after receiving the grant--whichever comes first). Failure to submit this report may result in denial of future grant requests. Use additional pages for narratives if needed. Email identified photos to: **dklein@ucfoundationinc.com** at any time during or after your project.

**Organization Name (Grantee):**

**Address:**  **Phone #**

**E-mail:**

**Date Grant Received:** **Grant Amount:**

**Project Completion Date:**

**Purpose of Grant:**

Financial documentation (attach to this report):

Submit a budget summary for your project showing how the grant was spent. An adequate summary will include a comparison of your proposed budget (from your grant *application*) to actual expenditures. UCF requires detailed financial documentation for the expenditure of grants. The documents must include evidence that your grant was spent according to the proposed budget-such as copies or invoices, receipts, salaries expense reports, etc.). Questions about financial reporting should be directed to the Foundation office: 765-458-7664.

**List other sources of funding for this project; include corresponding amounts:**

After evaluating the completed project, explain whether the project met its original goals and objectives:

**Attach examples of how the Foundation has been recognized publicly for this grant, (news publications, social media, in event literature).** Photos may be emailed to **dklein@ucfoundationinc.com**

**How has this grant impacted your organization?**

**Signature of person completing form Date form completed Rev 2/2022**