

EXPENDITURE REPORT TO THE KATE B. REYNOLDS CHARITABLE TRUST

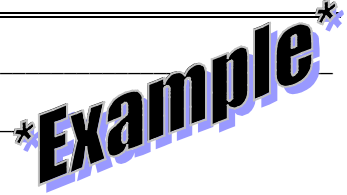
\_\_\_ Interim Report (Year \_\_\_)

Grant # \_\_\_\_\_

\_\_\_ Final Report (Cumulative figures for the entire grant period)

NAME OF ORGANIZATION: \_\_\_\_\_

PERIOD OF PROJECT/PROGRAM: From \_\_\_\_\_ to \_\_\_\_\_  
mm/dd/yy mm/dd/yy



REPORT ACTUAL INCOME AND EXPENSES FOR THE PROJECT PERIOD.  
(REFER TO BUDGET SECTION ON PAGE 4 OF THE ORIGINAL APPLICATION.)

**EXPENSES (BY CATEGORIES)**

**INCOME (BY SOURCES)**

- Show the exact cost of the program/project.
- Round to the nearest whole dollar.

- Show all revenue sources for the program/project including the specific funds from KBR.
- Include cash contributions, other grants received, in-kind contributions, and revenues from your own organization.

- **Base the line items for this report on the line items used in the application.**
- The original budget in the application uses projected amounts.
- Use *actual* amounts for this report.

**TOTAL:** \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

Have you provided the Trust a copy of your independent certified public accounting audit that reflects the expenditures and revenues listed above? \_\_\_Yes \_\_\_No

If no, when may we expect to receive a copy of the audit? \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_  
CHIEF EXECUTIVE OFFICER Date

\_\_\_\_\_  
Please print or type name.

\_\_\_\_\_  
BOARD CHAIR/PRESIDENT Date

\_\_\_\_\_  
Please print or type name.

**PROJECT/PROGRAM REPORT TO THE KATE B. REYNOLDS CHARITABLE TRUST**

\_\_\_ Interim Report (Year)

Grant # \_\_\_\_\_

\_\_\_ Final Report (Summary of entire program/project)

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NAME OF ORGANIZATION, ADDRESS, TELEPHONE NUMBER, AND CONTACT PERSON:

**\*Example\***

REPORTING PERIOD: From \_\_\_\_\_ to \_\_\_\_\_  
mm/dd/yy mm/dd/yy

**\*If this is a final report, this period should include the entire grant period for the program/project.**

**DESCRIBE AND QUANTIFY THE STRATEGIES THAT WERE CONDUCTED TO ACHIEVE THE PROGRAM/PROJECT OBJECTIVES. (REFER TO STRATEGIES SECTION ON PAGE 3 OF THE ORIGINAL APPLICATION.)**

What did you *do* during the report period?

What project *activities* have you carried out or accomplished during the report period?

You might use words such as: provided, established, created, developed, disseminated, identified, and conducted.

Use numbers to quantify the strategies. Describe how much, how often, and/or how many.

Base responses to this question on the strategies section in the original application.

Did you conduct the strategies you proposed originally?

If the funds were for capital, describe construction activities such as purchasing equipment or constructing a building in this section.

**DESCRIBE AND QUANTIFY THE PROGRAM/PROJECT OUTCOMES RELATIVE TO THE OBJECTIVES.**  
(REFER TO THE OBJECTIVES SECTION ON PAGE 2 OF THE ORIGINAL APPLICATION.)

What were the results or outcomes of the program/project?  
Did you achieve the objectives? How do you know?

Use numbers and statistics (such as percentages) to quantify the strategies.  
Describe how much, how often, and/or how many.

You might also use brief examples, if appropriate, to illustrate project outcomes.

Base your responses to this question on the objectives section in your original application.  
Did you conduct the objectives you proposed originally?

If the funds were for capital, you would describe program results such as an increase in the available program space, in the number of clients seen, or in the types of services provided in this section.

**CLEARLY IDENTIFY AND QUANTIFY THE FINANCIALLY NEEDY INDIVIDUALS WHO BENEFITED.**  
(REFER TO THE FINANCIALLY NEEDY DESCRIBED ON PAGE 1 OF THE ORIGINAL APPLICATION.)

Describe the population who benefits from the program/project.  
How many people benefited from the program/project?

Are they financially needy individuals? How do you know?

Along with demographic information and statistics, you might also use brief, anonymous examples, if appropriate, to describe these individuals.

You may refer to the last question on the first page of the original application.  
Did you reach the financially needy individuals you proposed originally?

If the funds were for capital, you would usually describe your program's client/patient mix.  
Otherwise, you would usually describe the program participants.

**SUMMARIZE THE LESSONS LEARNED FROM THE PROGRAM/PROJECT. (WHAT DID YOU LEARN? ANY UNEXPECTED RESULTS? WHAT, IF ANYTHING, WOULD YOU DO DIFFERENTLY?)**

Offer any general reflections and feedback about carrying out the program/project.

Develop your response to this question based on the lessons relevant to your particular project.

You might consider what you learned about:

- the *strategies* you used,
- the *people* whom you targeted,
- the *problem/issue* you were addressing, and/or
- the *community* within which you work.

**IF THE PROGRAM/PROJECT WILL BE ONGOING, DESCRIBE HOW ACTIVITIES WILL BE FINANCED AFTER THE TRUST GRANT HAS ENDED. (REFER TO THE FUTURE FUNDING SECTION ON PAGE 5 OF THE ORIGINAL APPLICATION.)**

Will the program/project continue?

If so, explain the post-grant plans to finance the program/project.

SUBMITTED BY: \_\_\_\_\_  
CHIEF EXECUTIVE OFFICER                      DATE

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
BOARD CHAIR/PRESIDENT                      DATE

\_\_\_\_\_  
PLEASE PRINT NAME