



Ukrainian Community  
Foundation of Philadelphia

## **UKRAINIAN COMMUNITY FOUNDATION OF PHILADELPHIA**

### **Grant Reporting Requirements and Instructions**

This document outlines the reporting requirements of the Ukrainian Community Foundation of Philadelphia (UCFP). For your convenience we have also included a template to help you with your final completion report.

Your reports will be expected to include all information requested in these instructions. Please understand that timely compliance with these reporting requirements is important to demonstrate the grant recipient's accountability to UCFP as well as UCFP's accountability to governmental tax authorities.

Grant recipients are expected to submit an activity report by October 31 of the following year. (e.g. Grants received in December 2023, require a report no later than October 31, 2024.)

In your report, please document the completion of the projects described in your application (or the portion of the project for which the grant was intended) by addressing the following questions:

- How was the money spent?
- How did the project as executed differ from the original proposal?
- What has been achieved? Answer with relevant quantitative measures (dollars saved, number of participants, etc.) and qualitative assessments (describe community impact).
- What challenges were faced and how were they overcome?
- What improvements could be made if this project were undertaken again?

The purpose of this section is twofold. First, it seeks information that the Foundation's Board of Directors can use to assess similar proposals in the future. Second, it encourages recipients to critically examine the activity or project and consider how the project can be improved in the future.

In addition to the narrative portion, please attach:

- An accounting of expenditures
- Photos, flyers, outreach materials, etc. from your projects
- **Grantee's Certification and Declaration** (listed below) signed by an authorized representative

This reporting document is attached in this document below. You may submit your report(s) electronically to [grants@ukrcfp.org](mailto:grants@ukrcfp.org) or mail to:

Ukrainian Community Foundation of Philadelphia  
221 W. Street Road, Feasterville, PA 19053

If you have any questions or concerns regarding the report or your grant award project, please contact [grants@ukrcfp.org](mailto:grants@ukrcfp.org) or call 215-725-4430 ext. 718.

## GRANT REPORT

Name of Organization: \_\_\_\_\_

Grant Project: \_\_\_\_\_

Grant Award Amount: \_\_\_\_\_ Report Date: \_\_\_\_\_

Report Prepared By: (Name and Title) \_\_\_\_\_

Phone and E-mail: \_\_\_\_\_

### **Project Description**

Please provide a brief description (2-5 sentences) of the grant project, including any respects in which the project as executed differs from the project as described in the proposal.

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### **Project Completion Summary**

Please summarize the efforts that have taken place to complete the project described above. If the project has multiple tasks/objectives/deliverables as outlined in the proposal, consider organizing the report with reference to each of the distinct tasks or phases.

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### **Evaluation**

Please assess the impact of your project and reflect on the implementation of the project by addressing the following questions:

- What has been achieved? Answer with relevant quantitative measures (dollars saved, number of participants, etc.) and qualitative assessments (describe community impact):

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- What challenges were faced and how were they overcome?

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- What improvements could be made if this project were undertaken again?

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**List of Expenditures**

If there are multiple expenditures and invoices/purchase orders/receipts for your project, please list the expenditures as they relate to the attached invoices/purchase orders/receipts.

<b>Example of List of Expenditures</b>	<b>Budgeted Amount</b>	<b>Actual Expenditures</b>
<i>Rent of Facility</i>		
<i>Printing Materials</i>		
<i>Guest Speaker Fees</i>		
<i>Consumable Supplies/Miscellaneous</i>		
<i>Other significant expenditures (ITEMIZE)</i>		
	<b>Total:</b>	<b>\$ _____</b>

**Attachments**

Please include:

- Invoices, purchase orders, and/or receipts that relate to the list of expenditures included in the final report.
- Any photos, flyers, outreach materials, etc. generated in connection with your grant activities.
- Grantee’s Certification and Declaration (listed below) signed by an authorized representative.



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## GRANTEE'S CERTIFICATION AND DECLARATION

I declare and certify that the information contained in this Grant Report is correct in all material respects; that the articles have been furnished or services rendered as stated therein; that all expenditures are allowable charges against said grant and that the grantee organization has complied with all applicable laws in the implementation of this grant.

**GRANT RECIPIENT ORGANIZATION:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_