



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.

Please include all information requested in these instructions. We appreciate your timely submission of grant reports. These reports allow us to document our compliance with reporting obligations to tax authorities.

Grant recipients should generally plan to submit an activity report no later than 12 months following receipt of funds. If your project is still ongoing, please discuss current status and the expected completion date.

In your report, please document the status 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). Please refer to any performance metrics that may have been included in your application.

We hope that you will also consider the following questions as you assess the project within your organization:

- What challenges were faced and how were they overcome?
- What improvements could be made if this project were undertaken again?

Your responses will help us assess similar proposals in the future and we hope they will encourage you 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 including receipts for major 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 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 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 and Current Status

Please provide a brief description including current status. Describe any respects in which the project as executed differs from the project as approved by the Foundation.

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? Please refer to performance metrics identified in your application as well as any other relevant data:

- What challenges were faced and how were they overcome? What would you do differently next time?

List of Expenditures

If there are multiple expenditures and invoices/purchase orders/receipts for your project, please list significant expenditures and attach invoices/ receipts for individual expenditures in excess of \$100 if available.

Example of List of Expenditures**Budgeted Amount****Actual Expenditures**

Rent of Facility		
Printing Materials		
Guest Speaker Fees		
Consumable Supplies/Miscellaneous		
Other significant expenditures (ITEMIZE)		
Total:		\$ _____

Attachments

- We will be very happy to receive photos, promotional materials, web links and similar items that depict your project.
- Grantee's Certification and Declaration (listed below) signed by an authorized representative.

GRANTEE'S CERTIFICATION AND DECLARATION

I affirm that the information contained in this Grant Report is accurate in all material respects; and that the grantee organization has complied with all applicable laws in the implementation of this grant.

GRANT RECIPIENT ORGANIZATION: _____

SIGNATURE: _____ **DATE:** _____