



CITY OF EVANSVILLE ENDOWMENT FUND

A Supporting Organization of the Community Foundation Alliance, Inc.

123 N.W. Fourth Street, Suite 322, Evansville, IN 47708-1712

Telephone 812.429.1191 • Toll-Free 877.429.1191 • Fax 812.429.0840

Grantee Six-Month Report

The City of Evansville Endowment Fund, Inc., regularly evaluates the projects it has funded and its grantmaking process. Therefore, it is required that you submit to us a six-month progress report utilizing the following form.

Name of Organization	Date of Report
Executive Director or Equivalent	Name of Individual Submitting the Report
Grant Number	Amount of Grant
Project Information	
1. Briefly describe your funded project.	

2. Has the project differed in execution from the project presented in your proposal? If so, please explain.

3. What have been the project accomplishments to date? Are you meeting your goals and objectives set forth in the proposal?

Financial Reports

1. Using the worksheet provided, submit an itemized list of actual expenditures and income/funding sources to date for your project. Please also indicate in the appropriate area the project budget as approved with the grant.

2. The CEEF retains the right to audit this grant. Please keep all receipts relating to your project and make them available for review by a representative of the CEEF throughout the grant period and for at least three months after submitting the final report.

Please return this form to: **Community Foundation Alliance**
Attn: Program Director
123 NW Fourth Street, Suite 322
Evansville, IN 47708



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Project Budget Worksheet Six-Month Report

Please be thorough when completing this form. Your budget should reflect all actual expenses and actual income/funding sources for the project as well as all proposed budget items approved with the grant.

If you have questions about completing this form, please contact the Community Foundation Alliance program director at 812.434.4923.

PROJECT EXPENSES	AS APPROVED WITH THE GRANT	ACTUAL TO DATE	INCOME/ FUNDING SOURCES	AS APPROVED WITH THE GRANT	ACTUAL TO DATE
TOTAL			TOTAL		

Submitted By: _____ Date: _____