



United Methodist Foundation of West Virginia, Inc.
Grant Summary Reporting Form

At the completion of the funded program or one year after the award of the grant (whichever is sooner), grant recipients are required to file a Grant Summary Reporting Form. For multi-year grants or grants extended beyond one year, recipients must file a report annually on the anniversary of the grant award letter, and a final report at the conclusion of the grant. Failure to file this report will result in your organization becoming ineligible for future grant awards.

Report Date:

Project Title:

Grant award date:

Grant Amount: \$

Name of Organization:

Grant Information

Brief description of the purpose of the grant as outlined in the original grant application:

If this is an annual progress report for a multi-year grant, please explain what progress has been made, and complete the Financial Report at the end of this form.

If you are applying for an extension of the grant period, please provide justification for extending the grant and then complete the Financial Report at the end of this form.

If this is a final report, then complete the following questions and the Financial Report at the end of this form.

1. Please explain if the project was completed as originally approved

2. How many people were served by this project?

3. What is the impact of the project on your organization, your community, and those served?

4. In your opinion, what is the most remarkable accomplishment or finding of your project?

Financial Report

Please complete this section whether or not the entire grant award has been spent.

Total Grant Amount Awarded \$ _____

Detail of Expenses (attach additional pages, as necessary):

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____
- 6. _____ \$ _____
- 7. _____ \$ _____
- 8. _____ \$ _____

Total Expenses \$ _____

Please return any unused grant funds with this form to United Methodist Foundation of West Virginia, Inc., P.O. Box 3811, Charleston, WV 25338

Authorized Representative (Signature/Title)

Date

If you have any questions regarding the completion of this form, contact UMFVV at info@umfvv.org or via telephone (304-342-2113). Please submit all reporting forms to info@umfvv.org, or mail to P.O. Box 3811, Charleston, WV 25338