

***Friends Fund Grant Report Guidelines***

Give2Asia Friends Fund (FF) are required to submit a **Final Report**, with narrative and financial report sections, within one month of the grant period end date (typically 12 months from the date of grant disbursement) as established in Paragraph 4 of the Friends Fund Agreement.

- Change in Funds.** If the FF Grantee determines, for any reason, that the grant funds cannot be used for the purposes specified in the Request for Fund Distribution Form, **the FF Grantee should request a change of purpose in writing to Give2Asia prior to expending funds for any purpose not already approved.**
- Remaining Funds.** If there are funds remaining and the grant was not for purposes of an endowment, please email [friendsfund@give2asia.org](mailto:friendsfund@give2asia.org) to request an extension.
- Report Submission.** Please submit completed reports with signed certification to Give2Asia via email ([friendsfund@give2asia.org](mailto:friendsfund@give2asia.org)). If email is not possible, Give2Asia will also accept faxed reports (U.S. +1 415-967-6290). For faxes, it is not necessary to include this first page.
- Report Format.** You may use the attached document as a form and complete it, preferably as a Microsoft Word document and/or Excel spreadsheet. **Please ensure that the attached form is complete with the certification signature.** You may also use your own report format using this form as a guideline and ensure that all questions are addressed. **Please ensure that your document is attached with the certification signature page.**

## Give2Asia FF Grant Financial and Narrative Report

**Name of FF Grantee:**

**Grant Amount:**

**Grant Disbursement Date:**

**Grant Period:**            to

**Final Report Due Date:**

Date of this Report: \_\_\_\_\_

### **I. Description of Project Activities**

How were grant funds spent toward implementing the project? Please describe the project activities and in what ways those activities were successful in meeting the planned goals.

### **II. Project Outcomes & Impact**

Please report whether the project achieved the metrics included in the original Request for Distribution. Include numbers of beneficiaries served and how they were affected, as well as success stories, letters, or reports from beneficiaries where possible.

### **III. Supporting Materials**

Please attach photos, DVDs, copies of news reports, press releases or other materials related to this grant, if available.

**FRIENDS FUND (FF)**

GRANT REPORT FORM

**IV. Financial Report**

Please complete the following table or attach a financial report listing and summarizing all grant expenses. Please itemize expenses where available.

| <b>EXPENDITURE DESCRIPTION</b><br><i>PLEASE PROVIDE DETAILS UNDER EACH CATEGORY</i>                                | <b>AMOUNT</b><br><b>(USD)</b> |
|--|-------------------------------|
| Personnel (e.g., number of teachers, salary, time period etc):   |                               |
| Program Costs (e.g., for scholarships, indicate number of students, funding per student and school years covered): |                               |
| Equipment (e.g., books, computers etc):  |                               |
| Travel (e.g., cost of school bus, field trip etc):   |                               |
| Other Expenditures:  |                               |

**TOTAL SPENT**

US\$ \_\_\_\_\_

**FRIENDS FUND (FF)**

GRANT REPORT FORM

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|--|
| <p><b>Name of FF Grantee:</b><br/><b>Grant Amount:</b><br/><b>Grant Disbursement Date:</b><br/><b>Grant Period:</b>                      <b>to</b><br/><b>Final Report Due Date:</b></p> |
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**CERTIFICATION:** I certify that the amounts listed above have been received and expended as detailed above in accordance with the terms and conditions of the Friends Fund Agreement and purposes proposed in the Fund Distribution Request Form dated \_\_\_\_\_. These expenditures are substantiated by documentation in our files.

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_