



Pelham Community Spirit, Inc.  
PO Box 1028  
Pelham, NH 03076  
[www.PelhamCommunitySpirit.org](http://www.PelhamCommunitySpirit.org)

## Designated Report Form

Please provide a report on the designated grant(s) your organization received from Pelham Community Spirit, Inc. Submit the completed report to us at [www.pelhamcommunityspirit.org](http://www.pelhamcommunityspirit.org) by November 1. Reporting is required to ensure release of future grant funds. Thank you.

Grant Number: \_\_\_\_\_ Grant Amount: \_\_\_\_\_

Fund description: \_\_\_\_\_

Organization name: \_\_\_\_\_

Organization email address: \_\_\_\_\_

Organization telephone number: \_\_\_\_\_

Name and title of person completing application: \_\_\_\_\_

1. How was this grant used?

2. Provide the number of people served and the grant's impact on the community through the project/program.

3. Itemize expenses for which the grant was applied (budget form provided on following page).

EXPENSES (list below)	BUDGET	ACTUAL	DIFFERENCE
<b>Total Expenses</b>			

OTHER SUPPORT (list below)	BUDGET	ACTUAL	DIFFERENCE
<b>Total Other Support</b>			

4. If there are funds remaining, a conversation with the funds administrator may be required. Accounting is necessary to ensure all funds are expended according to the provisions and purpose of the fund. What is the amount remaining, and what is your plan for these funds?

5. Please update us with current contact information for your organization:

- Contact name at organization \_\_\_\_\_
- Title \_\_\_\_\_
- Organization \_\_\_\_\_
- Street address \_\_\_\_\_
- City, state, zip \_\_\_\_\_
- Telephone \_\_\_\_\_
- Email \_\_\_\_\_
- Website \_\_\_\_\_