

Phillips Charitable Foundation Grant Report Template

(This is the template only. Please use the online form for your Grant Report and for uploading related documents.)

General Information

List the name of your organization.

What month and year was your grant awarded?

What was the total amount of the grant awarded?

What is the total amount of the grant spent to date?

List the name of the contact person for this grant.

List the contact person's email.

Expenses

Provide a list of expenditures made thus far, listing each item separately. (Note: You may upload a list of the expenditures in Excel or pdf format below rather than typing them here.)

IF YOU PREFER to upload your list of expenditures in Excel or pdf format, do so in the box below.

Upload a copy of the receipts for expenses listed above.

Description of Progress

Describe progress made toward achieving the objectives described in your grant application. Tell us how this has impacted your organization as well as any challenges encountered. (Note: You may upload a pdf of this progress report below rather than typing it here.)

IF YOU PREFER to upload your written response to the question above, please do so here.

Your Feedback

We welcome you to provide us with feedback about this grant process. This information will assist us with future grant processes.