

Individuals or non-501c3 organizations receiving grants agree to submit a report on your project within six months of receiving the grant, or sooner if the Grant is expended within that time period. If the Grant is not expended within six months, subsequent reports will be due every six months thereafter to the conclusion of the expenditure.

The report shall describe the charitable work that you have conducted with the aid of your Grant, the expenditures made with granted funds, your compliance with the terms of your Grant Agreement, and your progress made towards achieving the Grant's purpose (including time records if appropriate).

I. GRANT INFORMATION

Please indicate the amount of your grant, the name of your project, and the Fund from which the grant was recommended (if applicable).

II. FINANCIAL REPORT

A. FOR INDIVIDUALS

Your financial report should include an account of your time spent, as well as a line item detail describing how the grant funds were used. Please do not include copies of your receipts. However, RSF does require that you keep your receipts on file in your personal records. Please follow IRS requirements for record keeping and documentation of business expenses.

Example of Time Record (individuals only):

DATE	HOURS	USUAL & CUSTOMARY HOURLY RATE	DESCRIPTION OF WORK
2/13/18	6	\$XX/hr	Research
2/17/18	7	\$XX/hr	Writing
5/6/18	2	\$XX/hr	Correspondence

Example of Expense Report:

DATE	AMOUNT OF EXPENSES	DESCRIPTION OF USE
2/2/18	\$5,000.00	Seed Purchase
2/17/18	\$100.00	Office Supplies
5/6/18	\$1,500.00	Admin Support

B. FOR NON-501c3 ORGANIZATIONS

For the financial report, please include the date that you received the grant, the amount, and a line item detail (see example below) describing how the funds were used. Please do not include copies of your receipts. However, RSF does require that you keep your receipts on file in your organizational records. The following are some guiding questions for your report:

Example of Financial Report:

DATE RECEIVED	AMOUNT OF FUND DISBURSEMENT	DESCRIPTION OF FUNDS USE
2/2/18	\$5,000.00	\$1,000 Seed Purchase
		\$500 Office Supplies
		\$2,500 Garden Tools
5/6/18	\$1,500.00	\$1,000 Office Support
		\$500 Copy Paper

III. NARRATIVE REPORT

Your narrative report should describe your activity during the six-month period, and helps us stay up-to-date on your work and project. You are welcome to include photos and visual materials.

The following are some guiding questions for your report:

1. How did you expend the grant to accomplish your project or implement your program?
2. How did receiving the grant change or improve your organization or project?
3. What did you learn as a result of working on your project? Please describe inspirations or challenges that you encountered.
4. How did you involve the community in your project or organization, and whom did the grant allow you to serve?
5. What new connections or relationships developed as a result of your grant?
6. What new sources of funding have you developed?

It is RSF's policy to not make grants to individuals or non-501c3 organizations who have outstanding grant reports. Please email all reports to: grantreports@rsfsocialfinance.org