LITCHFIELD EDUCATION FOUNDATION

GRANT REPORT

It is important in our auditing process to have complete documentation on all approved grants. Please submit this report within 30 days of the completion of your approved Litchfield Education Foundation grant or provide an update on the progress of your project if it is still in progress. Submissions may be sent electronically to info@litchfieldeducationfoundation.org or by mail to Litchfield Education Foundation, PO Box 874, Litchfield, CT 06759. Feel free to include photographs of your project. (*All submitted materials become the property of the Litchfield Education Foundation.)*

_____ Final Grant Report *(project has been completed)* _____ Grant Update *(project is in progress)*

Date Project Completed *(or anticipated date of completion)*: _____

Contact Person/Grant Recipient: _____ Date: _____

Phone: _____ email: _____

Project Title: _____ Grant Amount: _____

Date Grant Awarded: _____ School/Organization:_____

1. Describe how you met the educational objectives of the project.

2. Were there any modifications from the original project request? Please explain.

3. What are the future plans for this project?

4. Please describe how funds were used including the original amount of the approved grant and actual expenditures. Copies of all invoices and receipts for all expenditures listed are required for our tax and auditing records.

Note: If school based project is complete, please forward the completed & signed form to the Business Office for completion of the financial information. The completed form will be forwarded to the Litchfield Education Foundation upon completion with a refund check for any unexpended amounts.

Materials	Description	Proposed Cost	Actual Cost
Books/Curriculum			
Equipment			
Consumables/Supplies			
Travel			
Other			
TOTAL			

_____ *and/or* _____

LPS Business Manager *(School Based)* Grant Applicant *(Community Based)*

Thank you!
LEF Project Committee