Harper County Community Foundation

ROUND 17 | FORM 1

PROJECT AGREEMENT – The Project Agreement must be signed and returned before the grantee will receive a check. *Please maintain a copy for your files*. **Please mail FORM 1 (this page only) to Suzanne Clark, HCCF Treasurer, P.O. Box 5, Anthony, KS 67003.**

Correspondence – Electronic copies of the reporting forms will be emailed to you upon request. Please direct all correspondence pertaining to the grant award to the following contact person – **Michelle Fahring, michellefahring@yahoo.com or harpercofoundation@gmail.com.**

Progress Monitoring – The Progress Monitoring forms are due **OCT 1, 2017.** The information will provide the foundation with current expenditures and a description of the project. **Receipts of all expenditures** must be attached to the reports (Forms 2 and 3). Please mail report (or email report with scanned receipts) to HCCF, PO Box 5, Anthony, KS 67003.

Time Line - Each completed application provided a Time Line and anticipated date of completion. It is the expectation of the Foundation that as soon as your project is completed, you will submit the Final Report.

Final Report – The Final Report forms are due no later than **MAY 1, 2018.** The information should provide the Foundation with final expenditures and a description of the project. **Receipts of all expenditures** must be attached to the report (Forms 4 and 5) unless the receipts were already submitted with the progress report. All grant funds must be utilized by May 1, 2018. Please mail report (or email report with scanned receipts) to HCCF, P.O. Box 5, Anthony, KS 67003.

Supplies & Materials – The grantee must make every effort to purchase supplies and materials within Harper County.

Revisions - Since your Grant Application will be used as the guideline for your project, please note that any changes to your budget, time line, or scope of your project must be approved prior to any revisions.

Expenditure of funds – All funds must be utilized for the project described in the grantee's application. No funds may be transferred or utilized by any other person, agency, or project.

The Requirement of Return of Funds – The Foundation shall require that you return the grant funds in the event that you: (1) fail to complete the project as described in your application; (2) fail to complete the project within one year of the disbursement date; (3) fail to obtain approval from the Foundation prior to making a material change to the project; or (4) fail to report within 30 days of the project end date.

The Project Agreement constitutes the whole agreement between the parties, and it is mutually understood and agreed that no alternative or variation to the terms of this agreement shall be valid unless amendments hereto are made in writing and agreed to by the grantee and the Harper County Community Foundation.

Organization _____

Grant Project Title _____

Authorized Representative - signature _____

Authorized Representative - printed name _____

Email _____ **Phone Number** _____

Mailing address _____

Harper County Community Foundation

ROUND 17 | FORM 2

PROGRESS MONITORING

DUE OCT 1, 2017

Grantee/Organization Name –

Grant Program Title –

Contact Person Name | Phone Number –

Reporting Period – MAY 1, 2017 – OCT 1, 2017

Project Description –

Project Impact on the Community –

Progress –

Problem(s) Encountered –

Significant Accomplishments –

Harper County Community Foundation

ROUND 17 | FORM 3
DUE OCT 1, 2017

Expenditure Report – MAY 1, 2017 – OCT 1, 2017

Grantee Name_____
Grant Title: _____

LINE ITEM	GRANT AMOUNT AWARDED	EXPENDITURES	BALANCE
1. PERSONNEL GROSS SALARY & FRINGE BENEFITS			
2. TRAVEL & SUBSTINENCE			
3. FURNITURE & EUIPMENT			
4. SUPPLIES			
5. CONTRACTUAL			
6. EDUCATION & TRAINING			
7. BUILDING, SPACE, AND MAINTENANCE			
8. OTHER (SPECIFY)			
9. OTHER (SPECIFY)			
10. OTHER (SPECIFY)			
11. INDIRECT COSTS (SPECIFY)			
12. TOTAL OF 1 – 11			

Grantee Signature **Date**

Harper County Community Foundation

ROUND 17 | FORM 4

FINAL REPORT

DUE MAY 1, 2018

Grantee/Organization Name –

Grant Program Title –

Contact Person Name | Phone Number –

Reporting Period – OCT 1, 2017 – MAY 1, 2018

Project Description –

Project Impact on the Community –

Progress –

Problem(s) Encountered –

Significant Accomplishments –

Harper County Community Foundation

ROUND 17 | FORM 5
DUE MAY 1, 2018

Expenditure Report – OCT 1, 2017 – MAY 1, 2018

Grantee Name_____
Grant Title: _____

LINE ITEM	GRANT AMOUNT AWARDED	EXPENDITURES	BALANCE
1. PERSONNEL GROSS SALARY & FRINGE BENEFITS			
2. TRAVEL & SUBSTINENCE			
3. FURNITURE & EUIPMENT			
4. SUPPLIES			
5. CONTRACTUAL			
6. EDUCATION & TRAINING			
7. BUILDING, SPACE, AND MAINTENANCE			
8. OTHER (SPECIFY)			
9. OTHER (SPECIFY)			
10. OTHER (SPECIFY)			
11. INDIRECT COSTS (SPECIFY)			
12. TOTAL OF 1 – 11			

Grantee Signature **Date**