THE RICO CENTER
Grant Report

⚠️ **Be prepared to have the required information before completing this grant report.**

ü Photos, notices, postings, and/or other documentation displaying the grant project.

ü Receipts and invoices of all expenditures related to the grant project.

ü Any supplemental documentation requested on the award letter.

You must complete a separate grant report for each award.

This form must be signed and submitted by September 30th. Further grant requests from your organization may not be considered if this report is delinquent or incomplete.

You can save a draft of this form and come back to complete it later. Click "SAVE" at the bottom of any page and make sure to enter a valid email address, a link to return to your draft will be emailed to you. We encourage frequent saving to avoid losing your work.

What type of Grant Report are you submitting?

Annual Grant Reports are due September 31 of the award year. If grant projects are not complete at that time, a Supplemental Grant Report must also be submitted once the grant project is complete before January 31 of the following year.

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Applicant Information

Organization Name *

Contact Name *

First Name   Last Name

Position/Title *

Phone Number *

Email *

example@example.com

Mailing Address *

Street Address

City   State

Zip Code

Organization Website

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Project Information

Please refer to your orginal grant application to answer the following questions.

Project Name: *

Restate the grant project purpose: *

Have there been any changes to your organization's IRS 501(c)(3) nonprofit status, or fiscal agent relationship since the grant project was awarded? *

No

Yes

Describe the goals and objectives of the grant project (as outlined in the grant application). Describe how these goals were achieved. *

Describe how the target population benefited from this grant project. *

How were the grant project and project outcomes shared with the community? *

Describe lessons learned, takeaways, or things that could have been done differently for the grant project. *

Will this program be continuing? What are the plans for sustaining or expanding the program? If the program is discontinued, what factors led to this decision? *

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Grant Funds Summary: Part I

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Grant Funds Summary: Part II

A summary of all expenses related to your grant project is required.
You must either upload or input manually the summary of expenses.
If the grant project contains more than 15 expenses you will be required to upload an excel spreadsheet.
Missing, incomplete, or undisclosed ineligible expenses may cause this grant application to be rejected and could disqualify your organization for future grant consideration.

Will you be uploading or manually inputting the expense summary? *

Upload
Manual

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Grant Funds Summary: Part III

You must provide the Rico Center with copies of all receipts and/or invoices for each expense incurred for the grant project.

Expenses and invoices must be uploaded below.

WARNING: By submitting this application without uploading receipts or invoices this grant report may be considered incomplete and a failure to meet the conditions detailed in the Grant Award. Failure to meet the Grant Conditions may result in the return of grant funds and/or disqualification from future grant awards.

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Optional: Additional Information or Comments

Please share with us any feedback you have for the grant application and/or grant reporting process.

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Agree & Sign

APPLICANT ORGANIZATION CERTIFICATION AND ACCEPTANCE: I certify that the statements herein are true, complete and accurate to the best of my knowledge.

Name *

Last Name

First Name

Date *

Month   Day   Year