



P.O. Box 770301 | Eagle River, AK 99577 | (907) 694-4702 |  
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**Congratulations on your grant award. Your final report is due: \_\_\_\_\_.**  
**Please don't hesitate to call if you have questions.**

### **FINAL REPORT FORM**

**Legal Name Of Organization:** \_\_\_\_\_

**Name of Person Completing Report:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_ **Contact Fax Number:** \_\_\_\_\_

**Contact E-mail Address:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Chugiak-Eagle River Foundation Grant Award:** \_\_\_\_\_

**Chugiak-Eagle River Foundation funds expended:** \_\_\_\_\_ **as of** \_\_\_\_\_ **(DATE)**

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**NARRATIVE REPORT. Please answer the following questions (no more than one page).**

- 1. How were the grant funds expended**
- 2. How has the project impacted your organization and/or your constituency**
- 3. What problems, in any, did you encounter**

**ACCOUNTING:**

- 1. Provide an accounting of the project on the attached financial report form**
- 2. Submit copies of receipts for all expenditures paid for with this grant**

**UNSPENT GRANT FUNDS – WHAT TO DO: COMMON QUESTIONS:**

**1. What happens if we do not fully expend our grant before the end of the grant period?**

You must request and receive approval for a project or budget revision (consistent with your original objectives) or a grant extension in order to expend any grant funds after the end of the grant period. If, at the end of your grant period, you have not requested a reallocation of unspent funds or an extension, the balance of the grant funds must be returned to the Foundation.

Please note that any organization with an open grant will not be eligible to reapply until that particular grant is complete and all reporting is on file.

