

CHILDREN'S SERVICES COUNCIL/UNITED WAY CONTINUOUS IMPROVEMENT INITIATIVE PROJECT COMPLETION REPORT

CONTACT INFORMATION

Agency:	Contact:
E-mail:	Phone: ()
Address:	Title:
City:	State: Zip:

AWARD INFORMATION

Date of Award (see your award letter)	Amount of Award \$	
Award Category:		
<input type="checkbox"/> Organization Development Supports	<input type="checkbox"/> IT Infrastructure	<input type="checkbox"/> Agency Accreditation (Nonprofits First)

REPORT CHECKLIST

Agencies must submit a Project Completion Report once the grant award has been fully expended, which must be no later than one year from the date of the award. Failure to submit a report by the due date could result in the agency having to return the funds and/or could affect future requests for funding under the Continuous Improvement Initiative.

REMINDER! All reports must include the following:

- Report Cover Page
- Report Summary
- Financial Reconciliation Statement
- Documentation funds were used as intended and described in the application (ex: invoice from vendor, copy of cancelled check made payable to vendor, etc.)

For Agency Accreditation awards, also attach the Certificate of Accreditation provided by Nonprofits First.

SIGNATURE

CEO/Executive Director's signature: I attest that the attached report is accurate and reflects that the funds were spent in accordance with the approved application.

Name: _____

Signature: _____

Date: _____

SUBMISSION INSTRUCTIONS

Project Completion Report and documentation must be submitted as a single PDF document.

Email the completed report to:

Tamara Worley, United Way's Contracts & Initiatives Manager at TamaraWorley@unitedwaypbc.org

Subject line of the email should read:

Continuous Improvement Initiative Project Completion Report – Name of Your Organization

DIRECTIONS: Answer the following questions and be as specific and succinct as possible. The answers you provide in this report must correspond with the plan outlined in the application.

NOTE: The grant you received may only be used for the purposes described in your approved application. Any deviation must be requested in writing and you must receive prior approval in writing from the Continuous Improvement Initiative Advisory Committee.

1. Provide an overview of the supports/resources received. If award was for IT Infrastructure, include an inventory of the equipment using the table below.

Quantity	Staff Title of Recipient	Description	Unit Price	Total
TOTAL				

2. Who provided the supports/resources and what was the implementation timeframe?

3. Describe the impact on your agency and staff of the supports/resources received.