



Pre-approved Grant Fund Reporting

RSF requires a report from each Pre-approved Grant Fund every six months. Please include both a narrative and financial report.

1) **Financial Report**

Your financial report needs to detail each disbursement that you received during the past six-month period. Please include the date that you received the disbursement, the amount of the disbursement, and a short line item detail describing how the funds were used. Please do not include copies of your receipts. However, RSF does require that you keep your receipts on file in your organizational records. Please follow IRS requirements for record keeping and documentation of business expenses.

Example of Financial Report:

<u>Date Received</u>	<u>Amount of Fund Disbursement</u>	<u>Description of Funds Use</u>
2/2/06	\$5,000.00	\$1,000 seed purchase \$500 office supplies \$2,500 garden tools
5/6/06	\$1,500.00	\$1,000 office support \$500 copy paper

2) **Narrative Report**

Your narrative report should describe your activity during the six-month period, and helps us stay up-to-date on your work and project. You are welcome to include photos and visual materials.

Some guiding questions to help you in writing your narrative report:

1. How did the funds disbursed help you implement your project or program?
2. How did the funds disbursed help to improve your organization or project?
3. What did you learn as a result of working on your project?
4. How did you involve the community in your project or organization, and whom did the disbursed funds allow you to serve?
5. What new connections or relationships developed as a result of the disbursed funds?
6. Are you actively seeking funds for your project?

If you fail to submit timely reports, or to meet other stated requirements of the PAGF Agreement, RSF may withdraw its sponsorship support.