

Funds Committed

Funds Committed (Please Itemize)	Amount Committed	Notes/Comments
Salaries (list each)		
Benefits (staff total)		
Operational Expenses		
Other		
TOTAL		

If this is a final report with remaining funds and you are requesting a grant extension, please include a cover letter with this report outlining why the extension is needed, the new proposed end date, and a proposed budget for the remaining funds. A budget proposal form is available on our website (www.charitableleadership.org)

If this is a final report with no requested extension and a remaining balance of \$500 or more of uncommitted funds, please issue a reimbursement check to "Charitable Leadership Foundation" and attach it to this form.

The following signers attest to the accuracy of the figures provided

Executive Director: _____

Signature: _____ Date: _____ Phone: _____

Project Manager/Coordinator: _____

Signature: _____ Date: _____ Phone: _____

Fiscal Officer: _____

Signature: _____ Date: _____ Phone: _____

Fiscal Report Guidelines

Use this form to detail spending of Charitable Leadership Foundation grant funds. You should customize the fiscal report budget categories to coincide with the budget line items specific to your grant agreement. Below are definitions and guidelines to assist you. If you have made "in-kind" contributions to the performance of the grant, please feel free to include them and designate them as such, so that we have a full understanding of the costs of the program.

Instructions:

Grant Period - As listed in your grant agreement

Report Period - If this is your first fiscal report for the grant, the beginning date is the same as your grant start date. If you have a multi-year grant and this is a subsequent or final report, the start of the reporting period should be from the end date of your last fiscal report to the Foundation. The end date for the reporting period should be the most recent month-end date that fiscal data is available, or as stated in the reporting requirements section of your grant agreement.

CLF Grant Award - Amount of grant per your grant agreement and any subsequent addendums/amendments. Record the **total** grant amount even if grant is over multiple years with outstanding payments.

Carryover Funds - In some instances, approval is given to carry over funds from a grant that is closing into a new grant. These funds should be listed here.

Interest Expenditures - Foundation grant funds must be kept in a separate, interest-bearing account. Interest must be spent to further the grant purpose within the approved budget categories. List interest earned as the end date of the reporting period.

Budget Categories - Should match the categories listed in the budget section of your grant agreement. See the next page of this form for definitions of the categories listed.

Grant Budget - How you plan to spend the grant funds. This section must be in-line with the budget section of your grant agreement.

CLF Funds Spent This Report Period - record the amount of funds spent during the months you specified in the "Report Period" section of the report.

Total CLF Funds Spent To-Date - This is an accumulation of the grant funds you have spent since the beginning of your grant as reported in this and any previous fiscal reports.

Remaining CLF Grant - Calculates funds remaining from the total grant award.

Committed Funds - Funds may only be deemed as "committed" if you have a signed agreement and/or purchase order for services or products. Commitments should not extend beyond the grant period unless due to unusual circumstances, which should be noted in the "Notes/Comments" section. Copies of these agreements/purchase orders are required to retain grant funds beyond the grant end period.

Supporting Documentation - *All expenditures funded with Foundation funds should be supported by receipts, invoices, payroll register, or journal entry documentation. Supporting documentation should be maintained according to your grant agreement and available to the Foundation upon request.*

Budget Category Definitions

This is a list of standard budget line items and definitions/examples of the types of expenses for each line item. You should customize the fiscal report budget categories to coincide with the budget line items specific to your grant agreement.

Salaries - Gross salary related to staff on grant project. Each position funded with Foundation funds should be listed separately. Include position, name of individual, and full-time equivalent (FTE) status. Salaries, salary rate increases and benefits for personnel funded by the Foundation should be consistent with other salaries, salary rate increases and benefits provided by your organization.

Benefits - The allocation of fringe benefits (such as FICA, unemployment, workers compensation, medical insurance, retirement benefits, etc.) should follow your organization's internal policy, unless otherwise noted in the agreement. Fringe benefits should be stated as one line-item for all personnel funded by the grant.

Technical Assistance - Payments related to consultants and subcontractors who provide services to the project. Includes all expenses reimbursed, including salaries, office expenses, travel, etc. Consultant payments for evaluation of the project should be reported in the "Evaluation" line item and consultants hired specifically for an event should be listed under "Training/Conference". Consultants funded with Foundation funds should be listed separately by name.

Stipends - Staff release time, substitute costs

Program Resources - Expenses related to program materials such as curriculum packages or software, assessment programs, etc.

Operational Expenses - Directly attributable expenses for photocopies, postage, telephone, subscriptions, equipment, educational materials, office supplies and internal meetings. *(The calculation to determine the amount charged to the grant based on project activity should be clear and well documented. Individual equipment purchases greater than \$1,000 should be specifically identified as a separate line-item).*

Training/Conferences - Includes expenses related to attending or hosting events, seminars and conference. For Example: registration, meeting space, audio-visual, meals, transportation, lodging, event publication, etc. Includes consultants hired specifically for event, such as speakers and panel members.

Staff Travel - Project-related travel expense, including airfare, meals, hotels, mileage reimbursement, parking, taxis, etc. Expense reimbursement should follow your organization's internal policies.

Evaluation - All expenses related to evaluation (if applicable). Includes payments and reimbursements to consultants performing these activities. Category may include grantee payroll expenses if the staff are employed by the contractor to perform these functions.

Other - Expenditures not included in the above categories, such as communications including marketing and dissemination. Please list expenses as individual line-items.

Questions ?

Please call the Program Officer assigned to your specific grant at (518) 877-6701

**Charitable Leadership Foundation (CLF)
Performance Report Form**

Please use this format to report the progress or final results of your grant to the Charitable Leadership Foundation Board according to the requirement schedule listed in your Agreement. *You can best provide this data by listing your Project Objectives and Expected Outcomes as outline in your Agreement. If the Objectives and Outcomes have changed, please explain why.* Please provide complete, yet concise information. In addition, describe any measurement tools used to determine the results, and attach any charts, graphs, or other materials that clarify the data. This portion of the report should provide detail on the activities funded by the grant and how the grant activities added to or detracted from the project objectives/milestones. In preparing this portion of the report, it is important to keep in mind what the grant was intended to achieve and relate your responses to these objectives.

This form is also available on our website: <http://www.charitableleadership.org>

Grantee: _____
Project Title: _____
Grant Period: from _____ to _____ Amount Awarded: _____
Is this an Interim Report? _____ Annual? _____ Final? _____ Due Date: _____
Reporting Period: from _____ to _____

PROJECT OBJECTIVES/MILESTONES (PER PROPOSAL):

- 1.

- 2.

- 3.

- 4.

EXPECTED OUTCOMES/RESULTS:

- 1.

- 2.

- 3.

- 4.

Highlight the implementation of this project:

Highlight the barriers encountered while implementing this project:

Describe the measurement tools, strategies, and/or approaches you used to determine the extent to which the project outcomes were achieved:

Describe the lessons that would be helpful to your organization or others when considering implementing a similar project:

Describe how this project will be continued, expanded or replicated in your organization and provide a proposed budget for continuing the project for three (3) years after funding has ended:

Describe how you will use these results to inform decisions for future improvements:

Please attach copies of any publication that describes or is a result of this project. We have prepared this summary to assist you in meeting your reporting requirements. The reports are important to inform our future grantmaking efforts and any additional disbursements under the grant are contingent upon receipt of reports meeting these requirements. Also, to the extent that a grantee has a significant grant balance remaining, CLF will likely postpone future grant disbursements until the grant balance has been spent down. This policy allows us to maximize investments and the amount available for our grantmaking programs.

Project Manager/Coordinator: _____ Phone: _____
Signature: _____ Date: _____

Thank you for your time!