



Pelham Community Spirit, Inc.
PO Box 1028
Pelham, NH 03076
www.PelhamCommunitySpirit.org

Designated Report Form

Please provide a report on the designated grant(s) your organization received from Pelham Community Spirit, Inc. Submit the completed report to us at info@pelhamcommunityspirit.org or mail to us at PO Box 1028, Pelham, NH 03076, by November 1. Reporting is required to ensure release of future grant funds. Please feel free to add additional pages if necessary. Thank you.

Grant Number: _____ Grant Amount: _____

Fund description: _____

Organization name: _____

Organization email address: _____

Organization telephone number: _____

Name and title of person completing application: _____

1. How was this grant used?

2. Provide the number of people served and the grant's impact on the community through the project/program.

3. Itemize expenses for which the grant was applied (budget form provided on following page).

EXPENSES (list below)	BUDGET	ACTUAL	DIFFERENCE
Total Expenses			

OTHER SUPPORT (list below)	BUDGET	ACTUAL	DIFFERENCE
Total Other Support			

4. If there are funds remaining, a conversation with the funds administrator may be required. Accounting is necessary to ensure all funds are expended according to the provisions and purpose of the fund. What is the amount remaining, and what is your plan for these funds?

5. Please update us with current contact information for your organization:

- _ Contact name at organization _____
- _ Title _____
- _ Organization _____
- _ Street address _____
- _ City, state, zip _____
- _ Telephone _____
- _ Email _____
- _ Website _____