



Greene County Community Foundation Project Completion Form

DIRECTIONS

This report is due after the project is completed and no later than January 31st of the year following the year of the award. If your project is not completed yet, please provide an update regarding the project and a submit a written request for an extension by the January 31st deadline.

Submit digital pictures and/or drawings of projects funded with grant funds to the Foundation in a jpeg format. These will be retained by the Greene County Community Foundation and used on social media, press releases or publications. Be sure that if persons are in the photos you have obtained their permission to share the photo.

Email completed form along with photo(s) to greeneccf@gmail.com or mail the form to Greene County Community Foundation, PO Box 85 Jefferson, IA 50129. The form may also be delivered to the Journey Financial, LLC Office Home State Bank (115 West State Street in Jefferson), during normal business hours. All required materials must be delivered by January 31.

If the Foundation has not received the Project Completion form or request for an extension by the deadline, the applicant will not be eligible to receive additional grants from the Foundation.

Organization name:
Project title:
Person completing the report:
Contact information of person completing the report Email: Phone:
Funding amount awarded to organization:

1. Identify project that was funded utilizing Greene County Community Foundation funding, include the amount of funds utilized on the project.

2. Were all funds awarded by the Foundation expended? If no, what are the plans for the remaining funds?:

3. Were other funding sources leveraged for this project? If so, tell us what type and how much.

4. Explain the impact of this project on Greene County and your organization:

5. Tell us how you publically recognized the contribution of the Greene County Community Foundation in these project(s).

Project Costs

List the vendors and amount paid to them for the project. We do not require copies of the invoices but may request them if your project is audited. Additional supplemental information may be attached if more room is needed to detail the project expenses.

#	Item	Amount
1		\$
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
TOTAL		\$

In-Kind Contributions

Provide an estimate of volunteer hours that were involved with the project and any other additional in-kind contributions

#	In-kind item, labor or other	Amount
1		\$
2		\$
3		\$
TOTAL		

Signature of Project Representative

Print Name & Title

Date

Completion Checklist (Yes/No/NA)

Is your project substantially completed?

If no, have you submitted a written request for extension which includes an updated expected completion date?

Are all fields of the form completed?

Did you send digital pictures and/or drawings of projects funded with grant funds to the foundation in a jpeg format to greeneccf@gmail.com .

The items listed above are needed to verify that the funds provided by the Greene County Community Foundation as well as the in-kind match were used for the purpose specified in the grant application. If you have questions, you may contact Tim at 515-386-2570 or email greeneccf@gmail.com.