



Grant Disbursement Report
(Use back of page if additional space is required.)

Date: _____

1) Legal Name of Organization: _____

2) Contact Person: _____ Telephone: _____

3) Purpose of Grant: _____

4) Grant amount awarded by Midlands Community Foundation: _____

5) Total costs of entire program/project: _____

6) Funding/Completion period — From: ____/____/____ to ____/____/____

Each purchase must be itemized and invoices and/or receipts submitted to Midlands Community Foundation. Credit card receipts, copies of checks, etc. must accompany the Disbursement Report showing proof-of-purchase for each item within 30 days of purchase.

Date of Purchase	Item/Service Purchased	Supplier	Total Cost

In the event that purchases cannot be made within the 12-month timeframe of the grant awarded and the schedule needs to be extended, you must provide an explanation of why and receive pre-authorization from Midlands Community Foundation to extend the timeframe.

The grantee certifies that, to the best of their knowledge, all information documented in this report is true and correct.

Authorized Signature & Title (CEO, Executive Director): _____

The Disbursement Report will serve as proof that the grant has been closed. As a general rule, organizations with an active grant are not eligible for another grant. The figures reported in this report should total the original costs outlined in the grant application and agreement.