Sand Springs Education Foundation, Inc.

 Helping to Build a Brighter Future in Education

**Grant Final Reporting Form**

**PROJECT#:\_\_\_\_\_\_\_ APPLICANT(S)/SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROJECT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AMOUNT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Have you acknowledged the grant amount with a card or letter to SSEF? \_\_\_(Y) \_\_ (N)

2. What was the main set of goals and objectives that your grant addressed? (Please be brief)

3. Have you met or made progress toward the objective(s) of your grant? \_\_\_ (Y) \_\_\_ (N)

 Please explain your answer.

4. Have you spent the full amount of the money awarded in your grant? \_\_\_(Y) \_\_\_ (N)

5. How much have you spent to date? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Do you need the remainder of the balance if you have not used the full amount of the grant to complete the proposed project? \_\_\_(Y) \_\_\_ (N)

7. When do you plan to complete the project? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Please list any circumstances that might prevent you from completing the entire project in a timely manner.

**Please be advised that all funds for your grant project must be spent and receipts turned in by the second Friday in the month of May.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature

**Please submit this completed form to the SSEF by email,** **ssef@att.net****, or through school interoffice mail by the second Friday in May.**