

# SAND SPRINGS EDUCATION FOUNDATION, INC.

♦ Helping to Build a Brighter Future in Education ♦

P.O. Box 1541 ♦ Sand Springs, OK 74063

## Grant Final Reporting Form

**PROJECT#:** \_\_\_\_\_ **TEACHER/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 completed form with an invoice to Sand Springs Education Foundation**