

**EXPENDITURE REPORT TO THE KATE B. REYNOLDS CHARITABLE TRUST**

\_\_\_\_ Interim Report (Year \_\_\_\_\_)  
\_\_\_\_ Final Report (Cumulative figures for the entire grant period)

Grant # \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

REPORTING PERIOD: From \_\_\_\_\_ to \_\_\_\_\_  
mm/dd/yy mm/dd/yy

REPORT **ACTUAL** INCOME AND EXPENSES FOR THE PROJECT PERIOD.  
(REFER TO BUDGET SECTION ON PAGE 4 OF THE ORIGINAL APPLICATION.)

**EXPENSES (BY CATEGORIES)**

**INCOME (BY SOURCES)**

**TOTAL:** \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_  
CHIEF EXECUTIVE OFFICER Date

\_\_\_\_\_  
Please print or type name.

\_\_\_\_\_  
BOARD CHAIR/PRESIDENT Date

\_\_\_\_\_  
Please print or type name.

**PROJECT/PROGRAM REPORT TO THE KATE B. REYNOLDS CHARITABLE TRUST**

\_\_\_ Interim Report (Year)

Grant # \_\_\_\_\_

\_\_\_ Final Report (Summary of entire program/project)

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NAME OF ORGANIZATION, ADDRESS, TELEPHONE NUMBER, AND CONTACT PERSON:

REPORTING PERIOD: From \_\_\_\_\_ to \_\_\_\_\_  
mm/dd/yy mm/dd/yy

**DESCRIBE AND QUANTIFY THE STRATEGIES THAT WERE CONDUCTED TO ACHIEVE THE PROGRAM/  
PROJECT OBJECTIVES. (REFER TO STRATEGIES SECTION ON PAGE 3 OF THE ORIGINAL APPLICATION.)**

**DESCRIBE AND QUANTIFY THE PROGRAM/PROJECT OUTCOMES RELATIVE TO THE OBJECTIVES.**  
(REFER TO THE OBJECTIVES SECTION ON PAGE 2 OF THE ORIGINAL APPLICATION.)

**CLEARLY IDENTIFY AND QUANTIFY THE FINANCIALLY NEEDY INDIVIDUALS WHO BENEFITED.**  
(REFER TO THE FINANCIALLY NEEDY DESCRIBED ON PAGE 1 OF THE ORIGINAL APPLICATION.)

**SUMMARIZE THE LESSONS LEARNED FROM THE PROGRAM/PROJECT.** (WHAT DID YOU LEARN? ANY UNEXPECTED RESULTS? WHAT, IF ANYTHING, WOULD YOU DO DIFFERENTLY?)

**IF THE PROGRAM/PROJECT WILL BE ONGOING, DESCRIBE HOW ACTIVITIES WILL BE FINANCED AFTER THE TRUST GRANT HAS ENDED.** (REFER TO THE FUTURE FUNDING SECTION ON PAGE 5 OF THE ORIGINAL APPLICATION.)

SUBMITTED BY: \_\_\_\_\_  
CHIEF EXECUTIVE OFFICER                      DATE

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
BOARD CHAIR/PRESIDENT                      DATE

\_\_\_\_\_  
PLEASE PRINT NAME