



**NARRATIVE REPORT. Please answer the following questions (no more than one page).**

- 1. How were the grant funds expended**
- 2. How has the project impacted your organization and/or your constituency**
- 3. What problems, in any, did you encounter**

**ACCOUNTING:**

- 1. Provide an accounting of the project on the attached financial report form**
- 2. Submit copies of receipts for all expenditures paid for with this grant**

**UNSPENT GRANT FUNDS – WHAT TO DO: COMMON QUESTIONS:**

**1. What happens if we do not fully expend our grant before the end of the grant period?**

You must request and receive approval for a project or budget revision (consistent with your original objectives) or a grant extension in order to expend any grant funds after the end of the grant period. If, at the end of your grant period, you have not requested a reallocation of unspent funds or an extension, the balance of the grant funds must be returned to the Foundation.

Please note that any organization with an open grant will not be eligible to reapply until that particular grant is complete and all reporting is on file.

**2. What if our project is delayed and we cannot complete the project before the grant end-date?**

You should request a grant extension stating when the project is likely to be completed. If the request is approved, you will have until the grant extension date to complete your project. If it is not approved, grant funds must be returned to the Foundation.

**3. What should we do if our project is complete but we have grant funds remaining?**

It depends. If you have related project expenses that were not a part of your original request, you may request a project and/or budget revision to include those expenses as part of the grant. If your request is not approved, or if you do not submit a revision request, you must return the unspent grant funds.

**4. Are these requests always granted?**

No. Budget revisions and grant extensions are not granted automatically. They are reviewed for both financial and programmatic appropriateness and must follow specific Chugiak-Eagle River Foundation Grant Guidelines.