Neighborhood Grant Reporting Form

Neighborhood: _____

Officer Submitting Report: _____

Project Description	Grant Amount Awarded:

Date:	Itemized Expense Description:	Amount:
	Total:	

1. Attach copies of all receipts.
2. List surplus here _____

Date:	Itemized In-Kind Match/Contribution:	Value:
	Total:	

1. Calculate volunteer time at $15 per hour, per individual.
2. Equipment, supplies or materials that were lent or donated toward a project should be valued at the cost that would have been incurred to rent or purchase the item.