



**Nelson County
Community Fund**
an opportunity to care and share
P.O. Box 253, Nellysford, VA 22958

Grant Reporting Form

Please send to Nelson County Community Fund (NCCF) at the address above upon project completion or one year after grant is awarded, whichever occurs first.

This may also be sent via email to nccfund@gmail.com

1. Grant Award Date: _____ Report Due Date: _____
NCCF Grant Amount: _____ Total Project Cost: _____
2. Organization Name: _____
Fiscal Agent (if different than Organization Name): _____
Contact Person/Title: _____
Address: _____

Telephone: _____ Fax: _____
E-mail: _____ Website: _____
4. A one-sentence description of the funded project: _____

Please cover the following topics in no more than two pages:

- Specific outcomes of the project to date. For example, changes or improvements resulting from your project, data collected to measure outcomes, the number served, and the geographic coverage.
- Significant changes, if any, that you made in the content of the project or expenditure of the grant. What caused these changes?

In addition, please include:

- A final income and expense budget for the project.
- Photos that may be used by NCCF for publicity. Use media release form for consent.
- Copies of any publicity your grant received (news clippings, annual reports, etc.)

Note: Except for multi-year projects, it is expected that the entire grant will be used within 1 year after receipt. If the money will not be fully spent, contact NCCF (at the address above or via email) as soon as possible in order to discuss your project and possible actions.

***NCCF is a committee-advised fund of the
Charlottesville Area Community Foundation***