**Access Fund JEDI Grant Report Form**

A final report is due to Access Fund within 30 days of completion of the project. If the project is not completed within the same year that the grant money was awarded, grant recipients will need to follow up with the AF JEDI Committee via email (taimur@accessfund.org) explaining the delay and establishing a new timetable. If the project cannot be carried out or is completed at less than budgeted all unused funds shall be returned immediately to the Access Fund.

**Project Information**

Organization:

Contact person’s name (first and last):

Contact person’s title:

Contact email address:

Project title:

Project start date:

Project end date:

Grant amount received: $

**Report**

Summarize the project including a discussion of the project outcome(s) relative to the proposed scope of work in the original project proposal. The summary should identify important milestones, completion dates, any changes made from the original application or other unanticipated outcomes (if applicable), and how results were measured (500 word limit).

Describe how Access Fund grant money was used to complete the project. Include the items or services purchased and how those expenses were used to reach the goal of this project (250 word limit).

**Budget**

List all itemized expenses used for this project. Awardees may also attach a separate budget.

| Item | Cost ($) |
| --- | --- |
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Total Cost ($):

**Attachments**

Feel free to attach any photos, media coverage, reports, links, or other materials that flesh out the work done on your project and that can be shared with supporters (optional).