

  
**NELSON COUNTY COMMUNITY FUND**

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](mailto: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.
- 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***