

GENERAL INTRUCTIONS

- Organizations that received financing in the previous year must file an expenditure report by January 31st of each year. The expenditure report must be submitted with the current grant year's application.
- Expenditure Report must be submitted to info@kitimatcommunityfoundation.ca, or by hard copy to: Kitimat Community Foundation, Box 22, Kitimat, BC V8C 2G6
- Please submit the expenditure report as provided. Additional support (photos, videos, data, testimonial) must be attached to the report.
- If your organization have funds remaining greater than 5%, please explain reason and note when you expect to complete the purchase.
- Organizations that are unable to use all authorized funding must file an expenditure report explaining why. The KCF Board will review the circumstances and decide whether to authorize a timeline extension or request payment.

1. ORGANIZATION INFORMATION

Date of Report	<input type="text"/>
Organization Name	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>
Contact Person	<input type="text"/>

2. FUND OUTCOME

Describe the outcome of receiving this funding. In case of remaining funds please details the reasons and note when you expect to complete the expenditure.

3. FINANCIAL DETAILS

Provide the financial details about how the grant was used. Fill out the table below or complete the separate excel file.

FUND EXPENSED				
#	Description	Actual Cost	Total Amount Requested	Remaining
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
	TOTAL			

Note

- Hold on to your receipts; KCF reserves the right to ask for the receipts.

4. EVIDENCE SUPPORT CHECKLIST

Photos

Testimonial

Receipts

Videos

Others Support. Please listed any other documentation attached to the form
