

Norman Archibald Charitable Foundation Grant Use Report

Organization:

Regular Grant Application Award #

Grant Purpose:

This Grant Use Report pertains to a Grant check in the amount of \$ _____ awarded to the Grantee from the Norman Archibald Charitable Foundation on the _____ Board of Director's Meeting. This Report is due not later than one year from the date of the notifying letter. This completed Report should be uploaded in PDF format to our website at www.archibaldfoundation.org including invoices, receipts or any other pertinent documentation.

Grantee Affirms the Following:

1. The Grant proceeds were used solely for the tax exempt purposes outlined in the proposal.
2. None of the Grant funds were used for-
 - o political campaigns on behalf of or in opposition to any candidate for public office,
 - o grants to individuals on a nonobjective basis,
 - o non-charitable or non-educational purposes.
3. The Grantee continues as a tax exempt organization as described in its proposal and is not now or in the past five years been classified as a "private foundation" as per section 509(a) of the Internal Revenue Code. The Grantee's tax exempt ruling # _____ has not been revoked or modified.
4. The following Financial & Narrative Reports are materially correct to the best of my knowledge.
5. Grantee signature affirms each of these four items or reports exceptions as follows:

Signature: _____ **Date:** _____

Exceptions: _____

Financial Report:

- Amount received from Norman Archibald Foundation \$ _____
- Other receipts related to grant purpose \$ _____
- Expenditures described in reasonable detail (include invoices, receipts, etc.)
 - o Item #1 _____ \$ _____
 - o Item #2 _____ \$ _____
 - o Item #3 _____ \$ _____
 - o Item #4 _____ \$ _____
 - o Item #5 _____ \$ _____
- Funds remaining unexpended, if any \$ _____

Any Grant funds remaining unexpended one year after the date the Grant check was received by the Grantee are to be promptly remitted to the Norman Archibald Charitable Foundation.

Narrative Report:

Brief narrative of how the Grant benefited the Grantee organization in furthering its charitable purpose.
