**GRANT MONIES ACCOUNTING FORM**

"In projects submitted for funding, the primary objective shall be the provision of food for hungry people."

(Diocesan Council May 4, 1980)

Date Submitted: Amount of Grant:

**A. REPORTING ORGANIZATION**:

Organization's Name:

Date grant check received:

Web site? http://

Contact Person: Telephone:

E-mail address?

**B. FUNDS ACCOUNTING:**

**Funds Disbursed:** The committee realizes that an award check will normally be deposited in an agency operating account and thus for accounting purposes be commingled with other monies used for a variety of purposes. For this report, please describe to the committee your organization’s spending on food and allowable food service supplies (such as disposable plates, cups, napkins, forks, knives and spoons) that followed receipt of this grant. Please be as specific as possible:

**C. IMPACT OF THIS GRANT:**

**How many people** were served by your organization from this grant?

**How many meals were served or how many bags of groceries were distributed** as a result of your receiving this grant?

(If your use of the grant cannot be quantified as above, please write a sentence or two that expresses the dimension of the impact of the grant on your program.)

**Specifics:** Please recount in a short paragraph – not more than 100 words – one story about a family or an individual you were able to help because of this grant from the Hunger Fund. Since we may use this paragraph or information from it in material that describes our work, please be sure not to include details that you would not want publicized.

If you are able to attach to this report a digital photograph depicting your program in action, we would appreciate it. Since we may publish the photograph in print or on our web site, do not picture anyone in it who would object to the publication of their photograph. THANKS!

We assume that we have your permission to publish any information you have given us in your report unless you tell us otherwise in your response.

Prepared by:

Position:

Daytime Phone:

Signature of Preparer:

Date:

**D. SUBMISSION DETAILS:**

**Submission Deadlines:**

Please submit this report within three months after you have spent your grant award, if at all possible, and in all cases **within one year of receiving it**. **The Hunger Fund Committee cannot consider a new request from a previous awardee until it has received a report on how the earlier grant was used.**

The committee may use information gleaned from this report in material it circulates in print and on its web site about its work. The committee would prefer that you submit your report by e-mail. You may access the report form from the committee’s website ([www.edow.org/hungerfund](http://www.edow.org/hungerfund)) and return the completed form to hungerfund@edow.org or mail to:

Hunger Fund Grants

Episcopal Church House

Mount St. Alban

Washington, DC 20016-5094

Please email hungerfund@edow.org with any questions.

**The committee acknowledges receipt of all reports.**

**If you do not hear from us, please email** **hungerfund@edow.org****.**

**Thank you** for the good work that you are doing!