



Hunger Fund Committee
Episcopal Church • Diocese of Washington
Episcopal Church House • Mount Saint Alban
Washington, DC 20016 • hungerfund@edow.org
www.edow.org/hungerfund

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:

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) 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!