

SAN BRUNO

Community Foundation

COMMUNITY GRANT STATUS REPORT FORM

**(For Grantees who have not yet expended all of the Grant funds
by the time of submitting an application for the 2024-2025 cycle)**

To apply for a **2024-2025** Community Grant, Grantees that received a Community Grant in **2023-2024** (or an active grant from a previous year with an approved extension from SBCF) must provide an update on that grant by submitting either (1) its Grant Report or (2) a Status Report (this form) for its 2023-2024 grant Community Grant.

A Grantee that **has not yet expended all of the Grant funds** by the time it submits its Grant Application for a 2024-2025 Community Grant should upload this completed Status Report Form to its 2024-2025 Grant Application.

Terms used herein have the same definition as given in the Grant Agreement.

I. Grant Information

Grantee: _____

Program Funded: _____

Grant Period: January 1, 2024 – December 31, 2024
(edit dates if you have received an extension)

Grant Amount: \$ _____

Grant Amount Expended Thus Far: \$ _____

II. Status Report

A. **Confirmation of Requirements.** Please confirm that each of the following requirements has thus far been met consistent with the Grant Agreement **by checking each box**. If you are not able to confirm any of the requirements below, please provide an explanation in a narrative attached to this report.

- The Grant was used in furtherance of the Grant Purposes
- The Grant was not used in violation of or in a manner inconsistent with the Grant Agreement
- No changes have occurred to Grantee's tax-exempt status since the Grant Agreement was entered into

B. **Programmatic Accomplishment(s).** In an attached narrative no longer than two pages total, please respond to the following questions:

1. If Grantee received an adjustment in the use of the Grant funds from SBCF (e.g., extension of Grant Period or change in Grant Purposes), please explain the adjustment and the reason behind the adjustment.
2. How has Grantee used the Grant funds thus far? What portion of the Grant funds have been expended and for what uses? What is Grantee’s timeline for expending the remainder of the Grant funds?
3. What has Grantee thus far accomplished with the Grant? Describe the goals for the funded program as well as the Grantee’s success thus far in meeting those goals.
4. Other than those mentioned in #B.1., has Grantee experienced any challenges in carrying out this program as planned? Does Grantee foresee any issues that may prevent it from accomplishing its goals or completing this program?

I hereby certify that the above and attached statements are true, accurate, and complete.

Signature of Authorized Representative

Date

Name of Authorized Representative

Title of Authorized Representative

Upload this completed, signed Status Report and any necessary attachments in PDF format as part of Grantee’s 2024-2025 Community Grant Application.