

# CHILDREN'S SERVICES COUNCIL/UNITED WAY CONTINUOUS IMPROVEMENT INITIATIVE PROJECT COMPLETION COVER PAGE

## CONTACT INFORMATION

Agency:	Contact:
E-mail:	Phone: (    )
Address:	Title:
City:	State:    , Zip:

## AWARD INFORMATION

Date of Award (see your award letter)	Amount of Award \$	
Award Category:		
<input type="checkbox"/> Organization Development Supports	<input type="checkbox"/> IT Infrastructure	<input type="checkbox"/> Agency Accreditation (Nonprofits First)

## REPORT CHECKLIST

*Agencies must submit a Project Completion Report once the grant award has been fully expended which must be no later than one year from the date of the award. Failure to submit a report by the due date could result in the agency having to return the funds and/or could affect future requests for funding under the Continuous Improvement Initiative.*

**REMINDER!** All reports must include the following:

- Report Cover Page
- Report Summary
- Financial Reconciliation Statement
- Documentation funds were used as intended and described in the application

For Agency Accreditation awards, also attach the Certificate of Accreditation provided by Nonprofits First.

## SIGNATURE

*CEO/Executive Director's signature: I attest that the attached report is accurate and reflects that the funds were spent in accordance with the approved application.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SUBMISSION INSTRUCTIONS

**Email the completed report to:**

Tamara Worley, United Way's Contracts & Initiatives Manager at [TamaraWorley@unitedwaypbc.org](mailto:TamaraWorley@unitedwaypbc.org)

**Subject line of the email should read:**

Continuous Improvement Initiative Project Completion Report – Name of Your Organization



2. Who provided the supports/resources and what was the implementation timeframe?

3. Describe the impact of the supports/resources received.