



Grant Usage Report

Program Name: _____ Account #: _____

This form should be used to notify United Charitable of your organization's grant fund usage and activity for each quarter in review. Please complete each area and be as detailed as possible. Additional sheets can be attached if necessary. Grant Usage Reports are due to United Charitable **after each quarter – April 30th, July 31st, October 31st, January 31st**. United Charitable reviews and records the reports for grant usage and activity verification, audit filings and other important processes. If a Grant Usage Report is not received by United Charitable by **the above dates**, we will not be able to make any further gifts and the funds will be required to be returned to United Charitable.

International Charity Name: _____ Registration #: _____

Grant Award Amount: \$ _____ (US)

Amount Spent this Quarter: \$ _____ (US)

1st Quarter – Due 04/30

For Grant Usage during Jan 1st to March 31st

2nd Quarter – Due 07/31

For Grant Usage during April 1st to June 30th

3rd Quarter – Due 10/31

For Grant Usage during July 1st to Sept 30th

4th Quarter – Due 01/31

For Grant Usage during Oct 1st to Dec 31st

I. Progress and Results

1. Describe the progress made this quarter toward the goals and objectives of the grant as described in the grant application and approval form.

2. Detail your organization's activities, services, events (i.e. who you have helped and what help was provided, what events has your program held). Have you applied for any other funding?

II. Expenditure Responsibility

1. Please account for the past quarter's large expenses and provide details as to how the expense fulfilled the grant requirements.

EX. Masonry Bricks & Masons - \$2,600 (US) - Masons built the levy that will protect the village from imminent flooding.

III. Attestation

I certify that I am an authorized officer of the above referenced international charity and that the charitable status of our organization is still in effect and in good standing with the country in which it is registered. I also certify that the information provided in this Grant Usage Report is accurate and correct. I understand that the international charity referenced above must only use granted funds for charitable purposes as described in the grant application and approval form. I understand that if United Charitable deems that any funding has not been used as indicated in the application, these funds will be promptly returned to United Charitable upon request. I certify that the awarded grant funds have not been distributed for use by other individuals or organizations and the funds have not been used to engage or support any unlawful activities. I certify that the organization named in this report is in compliance with all statutes, Executive orders, and regulations restricting or prohibiting U.S. persons from engaging in transactions and dealings with countries, entities, or individuals subject to economic sanctions administered by the U.S. Department of the Treasury's Office of Foreign Assets Control. Should any change in circumstances pertaining to this certification occur at any time, the organization will notify United Charitable immediately. I also certify that awarded grant funding was and will be used according to the laws and regulations of the country in which we are registered. I have read and understand United Charitable's [Charitable Gift Recommendation Policy](#) and can and will fully comply with all requirements.

Signature: _____ Print: _____

Email: _____ Phone Number: _____

Office Use Only Approved: _____ Entry Date: _____
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