



## Altrusa District Three Foundation, Inc. Final Report for Clubs Receiving Foundation Grant

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### Instructions for filing the Final Report of Use of Foundation Grant Funds

Please use the attached form for the submission of your report. Additional pages may be used if necessary to fulfill the requirements of the final report. Please return this signed and dated form to the current Chair of the Altrusa District Three Foundation; this information can be found on the District Three web site.

A final report must be submitted no longer than March 31 in the year following the receipt of the grant funds.

Future grants are dependent upon filing a final report on the use of the grant funds for the project for which the funds were received.

Reports may be submitted electronically. Please submit it as an attachment in either a Word 97-2003 document or as an Adobe .pdf file. Electronic signatures with the title of all persons required to sign the document are accepted else type the names with each title.



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Altrusa International. of \_\_\_\_\_  
Name of Club

Name of Project \_\_\_\_\_  
(use the same name as on your grant application)

Date of Project \_\_\_\_\_

Date Grant was Received \_\_\_\_\_

We wish to report that Altrusa District Three Foundation, Inc., grant funds have been used for the above named project as we outlined in our request for those funds. Listed below is a summary of the use of these funds and the names of grantees, if any, and their addresses. (The report must be typed, double-space and on one side only. Use additional pages if necessary for a full accounting).

\_\_\_\_\_  
Club President or Club Foundation President Date \_\_\_\_\_

\_\_\_\_\_  
Club Treasurer or Club Foundation Treasurer Date \_\_\_\_\_

On behalf of the Altrusa District Three Foundation we hereby accept the accounting of the use of Foundation funds as outlined above and agree that the funds have been administered in accordance with the initial request.

\_\_\_\_\_  
Chair, Altrusa District Three Foundation Date \_\_\_\_\_