

Reporting Requirements

The Sisters of Charity Foundation of Canton is committed to ongoing evaluation of its grantmaking activities. In accordance with that commitment, we require periodic narrative and financial reports from all grantees.

These reports are a valuable learning tool for both the Foundation and the grantee. We expect and appreciate honest, forthright assessments of the project, including lessons learned. Progress reports are for Foundation use only and are kept confidential. Please follow the guidelines below:

Narrative and Financial Reports

Please refer to Grant Conditions G and H in your Grant Agreement for report deadlines.

The financial report should include expenditures incurred as well as the balance of the funds unexpended through the reporting period. Each financial report should be based on the project budget as submitted with the proposal, plus any changes indicated in the Grant Agreement and/or written and authorized during the Grant Period.

Final reports should include a review of performance and activities covering the entire grant period.

Grant Funds

The Foundation may hold scheduled grant payments until a complete narrative and financial report are received. Funds that are not expended during the grant period must be returned to the Foundation, unless written authorization extending the award has been requested and granted.