



# SERVE INTERNATIONAL

## GRANT ACCOUNTING

INDIVIDUAL/ORGANIZATION NAME:

ADDRESS:

APPLICATION DATE:

GRANT AMOUNT:

### **REPORT NARRATIVE:**

You are required to submit a full and complete written report on an annual basis on the manner in which these grant funds were spent and the progress made in accomplishing the purpose of the grant. This report shall supply sufficient information as necessary for Denton Bible Church to determine that the funds were used for the intended purposes.

1. Describe what the grant has supported.
2. Describe the impact that the grant has had.
3. Describe any setbacks or disappointments during the grant period, and how you have dealt with them.
4. If the grant allowed you to make beneficial changes, how will you be able to sustain these changes in the future?
5. Describe how you evaluate the success of the project the grant supported?
6. Tell us if there are unspent grant monies and what you propose to do with them. To redirect them, you will need to send us a written proposal to which we will respond.
7. Were any funds used for the private inurement or benefit of an individual?

### **REPORT ACCOUNTING:**

1. Provide a line item accounting of how the grant monies were used.
2. Signatures, printed name of individuals, and dates of both the Grantee and agent of SERVE International must accompany the report accounting.

### **RECORD RETENTION:**

1. Retain this report for at least four years after the completion of the use of this grant award.