**Windham Foundation**

**GRANTEE PROGRESS AND FISCAL REPORT**

**Please return this form no later than 30 days after the end of your program, or by \_\_\_\_\_\_\_\_\_\_, whichever comes first**. Your consideration for future funding depends upon the completion and timely submission of this form.

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| --- | --- |
| NAME OF ORGANIZATION: |            |

|  |  |
| --- | --- |
| ADDRESS: |       |

|  |  |
| --- | --- |
| PHONE: |       |

REPORT COMPLETED BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_

 (Name & Title)

1. **Please briefly describe the program or service for which your organization received funds.**
2. **Please describe any methods used to recognize or publicize the Windham Foundation’s participation in the funded project**.

1. **Please describe how your funded program reflects the local community needs, involvement and support.**
2. **What did these funds provide that would not have been possible for your organization without such aid?**
3. **Please submit proof of expenditures such as receipts, invoices or canceled checks.**
4. **Do you have any suggestions for improvement or changes in this grant program?**
5. **Please email high-resolution photographs highlighting your program to:**

info@windhamfoundation.org

Please include a photo release form with the submission of photos.

I hereby certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has performed the service or activity stated in its agreement with the Windham Foundation and has done so during the agreed upon time period and in accordance with the approved budgets.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit the documents to Windham Foundation, PO Box 600, Windham, NY 12496-0600 or by email: info@windhamfoundation.org For questions call: 518-734-9636 or email info@windhamfoundation.org