



## ACDS Mini-Grant Summary Report

**Instructions:** This form, along with appropriate documentation, is to be submitted to ACDS/WVECTCR by December 31 (fall semester award) or June 30 (spring semester award). Failure to complete grant requirements, submit required documentation, and/or return any unspent funding, will eliminate eligibility to receive a grant award in the following year.

Please attach documentation to support grant expenditures:

- Legible itemized receipts showing the date of purchase, item name, item amount, total paid
- Legible invoice and packing slip showing the date of purchase, date of delivery, item name, item amount and total paid
- Receipts and payment documentation must reflect services provided/materials purchased during the grant award period.
- Publicity materials for grant project (if applicable)
- If full mini-grant award funding was not expended, return unspent funding with this report. Make check payable to RVCDS.

			<b>Date:</b>
<b>Full Name of Organization/Recipient:</b>			
<b>Contact Person:</b>		<b>Position/Title:</b>	
<b>Mailing Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>County:</b>
<b>Phone Number:</b>		<b>Fax Number:</b>	
<b>E-mail Address:</b>		<b>Website Address:</b>	
<b>Additional Contact Information:</b>			
<b>Grant Award Amount:</b>		<b>Grant Amount Spent:</b>	
<b>Grant Award Period:</b> <input type="checkbox"/> fall semester <input type="checkbox"/> spring semester			

**Describe how the project's objectives were achieved.**

**Where did the project take place?**

**How did the project benefit your local council?**

**Approximately how many people benefited from the project and how?**

**Other information.**

**Next steps for the project (if applicable).**

