



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.

			Date:
Full Name of Organization/Recipient:			
Contact Person:		Position/Title:	
Mailing Address:			
City:	State:	Zip Code:	County:
Phone Number:		Fax Number:	
E-mail Address:		Website Address:	
Additional Contact Information:			
Grant Award Amount:		Grant Amount Spent:	
Grant Award Period: <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).

