

**VIRGINIA CHRISTENSEN TRUST GRANT FOLLOW UP REPORT**

Applicant/Group: _____		
Project Name: _____		
Small Grant (\$1-\$5000) <input type="checkbox"/>	Medium Grant (\$5001-\$20,000) <input type="checkbox"/>	Large Grant (\$20,001+) <input type="checkbox"/>
<input type="checkbox"/> Progress	<input type="checkbox"/> Final	

**TOTAL ESTIMATED PROJECT COST** \$ \_\_\_\_\_

**PROJECT INCOME**

Virginia Christensen Grant (Date received: \_\_\_\_\_) \$ \_\_\_\_\_

Total Matching Funds Received *(Medium Grants 10% Required, Large Grants 25% Required)* \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**PROJECT EXPENSES**

Description	Cost
<b>TOTAL</b>	

Attach invoices and receipts of expenses. Attach a separate expense itemization if necessary.

Describe the impact your project had on the community: (Use a separate sheet if necessary. See "Grant Category Requirements" for additional information & requirements.)

Explain any differences between the project budget submitted with your application and actual income/expenses.

If your project is final and your expenses are less than your income, VC funds **must** be returned to the funds pool for re-distribution (payable to City of Creede) at a ratio equal to that of the project's funding, i.e.:

$$\frac{\text{VC FUNDS}}{\text{TOTAL FUNDS}} = \frac{\text{VC FUNDS RETURNED}}{\text{TOTAL UNUSED}}$$

Please provide an **electronic copy** of all receipts to this report if possible. If not, please provide **ONE** copy of paper receipts. It is not necessary to submit any other reports, slides, clippings, etc. at this time. Please retain these in your files for at least two years. They are subject to inspection by the Advisory Committee or Board of Trustees at any time. File 7 copies of this report with the Town Clerk by the requested deadline.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_