

NONPROFIT CHAMBER OF PALM BEACH COUNTY GRANT REPORT COVER PAGE

CONTACT INFORMATION

Agency:	Contact:
E-mail:	Phone: ()
Address:	Title:
City:	State: , Zip:

AWARD INFORMATION

Date of Award (see your award email)	Amount of Award \$
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REPORT CHECKLIST

Agencies must submit a Help The Helpers Grant Report within 30 days of expenditure of the grant award which must be no later than 60 days following receipt of funds. Failure to submit a report by the due date could result in the agency having to return the funds.

REMINDER! All reports must include the following:

- Report Cover Page
- Report Summary

SIGNATURE

CEO/Executive Director's signature: I attest that the attached report is accurate and reflects that the funds were spent in accordance with the award email.

Name: _____

Signature: _____

Date: _____

SUBMISSION INSTRUCTIONS

Email the completed report to:

Marlene Passell, manager of the Nonprofit Chamber of PBC, at npcpbc@gmail.com

Subject line of the email should read:

Help The Helpers Grant – Name of Your Organization

