



Project FOCUS Grant Progress/Completion Report

To be submitted by the grant's designated point of contact every 60 days from approval date until the grant funds have been expended and can be sent to:

P.O. Box 487 : Dublin, VA 24084

projectfocus@ruritan.org

EIN (Employee Identification Number): _____ Project FOCUS ID# _____

Description of Grant use: _____

Amount Approved: _____ Approval Date: _____

Amount spent to date: _____ Date Project Started: _____

Ongoing Complete (check one) Please provide a status update: _____

Name of Club or District: _____

Contact Person: _____
Name Title

Address: _____
Street or Post Office Box

Address: _____
City or Town State Zip Code

Phone Number: _____

Email Address _____

To protect the Project FOCUS 501(c)(3) status, you must provide Project FOCUS with information to substantiate the use of funds awarded, such as copies of invoices, pictures of equipment purchased, or a statement describing specifically how the funds were used.

Remember, any unused funds must either be returned to Project FOCUS or submit a new grant request to redirect the remaining funds to natural disaster relief.

SIGNATURE/TITLE OF REPRESENTATIVE _____

Date _____