

## **Core 4 Grant Report Form**

### **Lions-Habitat for Humanity ® Partnership Program**

Progress reports help LCIF keep abreast of the progress on Core 4 grants for the construction of homes under the Lions-Habitat Partnership Program. Timely and comprehensive project reporting enables the foundation to continually measure the effectiveness of the grant funds it has provided. It also protects the grantee and the foundation by formally recording the activities and expenditures of the project.

Progress reports must be submitted in a timely manner in accordance with the requirements of your grant agreement. Construction projects lasting beyond 6 months will need to submit a progress report at 3- 6 months intervals and a final report upon the project's completion. The information and guidelines provided in this form are to assist you in preparing your progress report(s) and final report on the Core 4/Lions-Habitat grant activity.

**Section A** should be completed for progress reports. **Section B** on back should be completed for final reports.

**SECTION A – Complete this section for *progress reports*.  
When formatting the report, please follow the outline below.**

- 1. LCIF grant number and the grant amount.**
- 2. Date this report is being completed.**
- 3. Number of homes being built with this grant.**
- 4. Anticipated completion date.**
- 5. Summary of activities completed (since project began; since last progress report).**
- 6. Please elaborate on any media publicity this project has received thus far. Include copies of newspaper clips, articles, photographs, etc.**
- 7. Submit any photographs detailing the progress of the project.**
- 8. Outline the next phases of the project schedule.**
- 9. Anticipated use of funds needed during the next phase of the project.**
- 10. Please include any additional information not included above.**
- 11. Please provide a narrative on how the project is progressing thus far.**
- 12. Please provide name (printed), title and signature of person completing this form.**

**SECTION B – Complete this section for *final reports*. When formatting the report, please follow outline below.**

**FORWARD ONE COPY OF THE FINAL REPORT**

- 1. LCIF Grant number and grant amount.**
- 2. Date this report is being completed.**
- 3. Number of homes constructed with this grant.**
- 4. Actual completion date.**
- 5. Home dedication date.**
- 6. Note any changes or deviations from the original project plan and schedule.**
- 7. Financial statements concerning the grant. Please provide the following.**
  - a) A balanced budget sheet showing project income (sources and amounts) and expenditures (items and amounts).**
  - b) Provide appropriate documentation to verify expenses. (Documentation may include any of the following: receipt/invoice copies, bank statements, and agreements for services provided and reimbursed). The affiliate should retain actual receipts and make them available upon request.**
- 8. Please elaborate on any media publicity this project has received. Attach copies of newspaper clippings, articles, etc.**
- 9. Please submit any photographs of the finished home, the homeowner and family, volunteers, the home dedication, etc.**
- 10. Amount of funds (if any) to be returned to LCIF and why?**
- 11. Please include any additional information not included above.**
- 12. Please provide a narrative summarizing this experience. The Lions and Habitat should each provide a short narrative.**
- 13. Please provide name (printed), title, signature and contact information of person completing this form.**

If you have questions regarding this form, please contact the LCIF Grant Programs Department at 1-630-571-5466 ext. 553 or at E-mail address [Kbyrd@lionsclubs.org](mailto:Kbyrd@lionsclubs.org). Completed forms are to be mailed to the address below.

**Lions Clubs International Foundation  
Attn: Humanitarian Programs  
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