

# Community Closet Thrift Store

## Grant Report Instructions



One of Community Closet's core missions is to use the proceeds from our thrift store operations to fund nonprofits and civic activities in Park Count.

*In order to sustain our crucial nonprofit status, we need to document exactly how the funds we gave away were spent. A condition of all grants is a Final Grant Report.*

**A single, final Grant Report must be submitted about how the funds were used within six months of receiving the grant, including any and all appropriate receipts.** If you are unable to do so, or there is a delay in the grant project, you need to communicate with us about options or return the funds. We are asking for a very simple and basic report that should be quick and easy. Sending a general letter about what your organization does is not sufficient, it must be specific to the funds and project of your grant request.

Please send your report and all relevant receipts and documents via email to [grants@communitycloset.org](mailto:grants@communitycloset.org) or drop off at 416 East Park, Livingston, MT. Do include all grant report materials in one email or package, do not send separate and multiple messages.

**Unless and until you make a report on how your grant funds were used you will not be eligible for future funding.**

### Final Grant Report Instructions:

- 1) **What did you do with the funds we provided?** Please provide receipts or documentation for all expenses. Also, photos of equipment if relevant. If it was for staff time, include documentation from your payroll agent that our grant was used to support payroll for the grant project (please white out or redact as appropriate for privacy).
- 2) **Who was served?** (how many people, general ages, and population if relevant.) Did you partner with other agencies or groups? Did you have volunteers, if so, how many? Did others in the community support the project with in-kind or cash donations?
- 3) **Do you have any insights on what was learned?** Would you do anything different next time?

That's it! You can do it.