



Grant Report Form

Recipients of grant funding from Wikimedia District of Columbia (“Wikimedia DC”) are required to submit a report regarding the use of grant funds **no later than 30 days** following the use of funding to the Treasurer (treasurer@wikimediadc.org).

Name of grant proposal _____

Date of report _____

I. Contact Information

Wikimedia DC will contact the person below should any additional clarification be required. Reimbursements will be sent to this address unless other arrangements are made.

Name of grant contact _____

Address _____

Phone Number _____

Email Address _____

II. Project Report

Please attach a description of the project carried out using grant funds. This description should include:

- A list of project activities and descriptions
- A list of participants in the project, as well as their roles
- Links to project descriptions, blog posts, videos, and/or pictures
- Outcomes from the project, as well as lessons learned from carrying out the project that could help others succeed with similar projects.
- How the project helps improve Wikimedia projects (including Wikipedia) or advances access to free knowledge.



III. Expense Report

In the table below, please describe all expenditures made using grant funds. Include documentation such as receipts.

Description	Amount	Budget Authority (Office Use Only)
TOTAL		



IV. Reimbursement

1. Grant amount	
2. Amount of cash advanced, if any	
3. Total expenses paid for with grant funds	
4. Reimbursement requested	

If you have leftover funds: You agree to relinquish any claim over the unspent balance of your grant. If you have leftover funds from a cash advance, Wikimedia DC will contact you about reimbursement.

Initial here: _____

If you have overspent: Do you request Wikimedia DC to increase the grant amount by the amount overspent, subject to approval by Wikimedia DC? (The Treasurer must seek the approval of the President before increasing the grant amount.)

Yes/No _____

Initial here: _____

V. Feedback

We are always looking to improve our grants program. Feel free to leave feedback below.



VI. Signature

By submitting this report, you represent and warrant that you have read and that you understand the terms of the Grants Policy (http://wikimediadc.org/wiki/Grants_policy), that your usage of grant funding from Wikimedia DC is in full compliance with those terms, and that all information provided here is complete and truthful.

Further, you agree to return any unused funds to Wikimedia DC, and you acknowledge that Wikimedia DC reserves the right to refuse reimbursement in part or in whole if grant funding was spent on unapproved expenditures; if cash advanced as part of a grant was spent on unapproved expenditures, you will be required to reimburse Wikimedia DC by the amount spent on unapproved expenditures.

If your report is incomplete, it will be rejected and returned to you with an explanation of what needs to be completed.

Sign here: _____ Date _____

Office Use Only

Approval by Treasurer _____ Date _____

If grant amount increase was requested:

Approval by President: _____ Date _____

New grant amount: \$ _____

If cash advance was tendered:

Date of receipt of leftover cash advance _____

If grant was approved for reimbursement:

Payment disbursed on _____ via _____