

GRANT REPORTING & CERTIFICATION FORM

2023-2024

Communication & Reporting:

Communication is key to ensuring project success. **Should you be awarded a grant, please make sure to keep the Foundation updated with all changes. This includes any issues, changes in personnel, or delays in your program.** Please contact 772-429-5505 or email jackie.wolfe@stlucieschools.org.

Mid-Year

Report due on January 6, 2024. The Foundation must be notified if you will not spend all of the funds requested. This is very important as we want all of the funding expended.

Final Report

Report due on May 15, 2024. Report must include all pictures, press releases, budget, and receipts. These items are very helpful for State awarding and funding for the following year.

____ I understand that all funding dispersed must be accounted for with receipts.

____ I understand that a mid-year report is required by January 6, 2024.

____ I understand that a final report is required by May 15, 2024.

____ I certify that all the above information is accurate and true to the best of my ability.

Applicant (Print/Sign)

Date

APPROVED BY:

Principal (Print/Sign)

Date

Administrator/Director (Print/Sign)

Date

ONLY if applicant is district office staff employee