

COUNCIL NAME: _____

NEIGHBORHOOD SUPPORT FUND – DETAILED PROJECT REPORT

Prepare one (1) report form for each approved project. Describe how well you met your goals. Discuss any problems (if any) in fulfilling the terms of your contract, indicate budget, year-to-date expenditures for each project, and the ending balance. Attach photographs and other documentation as appropriate. Additional copies of this page can be found at www.choosecincy.com.

PROJECT NAME		
PROJECT DESCRIPTION & GOALS OR PURPOSE		
PROBLEMS WITH THE PROJECT		
EVALUATION OF SUCCESS OF PROJECT (Explain why you feel this project is a success or failure. What do you base this assessment on?)		
ADDITIONAL COMMENTS:		
PROJECT BUDGET	Y-T-D EXPENSES	PROJECT BALANCE

List all the expenses incurred under this project. To verify funds spent attach the following to each project report:

1. Invoices and/or copies of receipts - original receipts will NOT be accepted – to verify funds were needed
2. Attach copies of cancelled checks or bank statements to verify funds were spent

LINE ITEM	PAYEE	AMOUNT (\$)	CHECK # *	DATE
TOTAL SPENT				

* If a check wasn't used, put the date of the transaction and highlight the transaction on your attached CC's bank statement