



PROJECT GRANT REPORT FORM

Pursuant to Rhode Island Resource Recovery Corporation (Resource Recovery)'s Grantmaking Policy, grantees must account for fund expenditures in accordance with their projected based grant application. Failure to do so will result in exclusion from future grant requests.

Completed report forms are to be submitted on a quarterly basis, due March 31, June 30, September 30, and December 31, to municipal@rirrc.org or fax to (401) 946-5174. Please email us if you are having trouble filling out this pdf form. You may attach additional pages or pictures if needed.

Municipal Information

Name: _____ Date: _____

Position: _____ Department: _____

City/Town of: _____

Grant Award Information

Fiscal Year Grant Period (for example, July 1, 2017-June 30, 2018 is FY18): _____

Total Project Budget: _____ Amount of Grant Funds Spent Thus Far: _____

Narrative

Project Status and Details

A brief description of what steps have been completed to implement this project, as outlined in your grant application.

Items Procured

What funds have been spent thus far, based on your original project budget have been procured, purchased or have gone out to bid? Please include a narrative here, and a detailed list on the chart on page 3.

Results

How many residents benefited / how many people participated? How much waste was diverted? Share any other number-based results. What other anecdotal results can be shared?

Duration of the project

How long has the project taken thus far, or total?

Project Budget / Items Purchased

ITEM	PURPOSE	VENDOR	QTY	UNIT PRICE	TOTAL PRICE	REQUESTED REIMBURSEMENT
TOTALS					PROJECT COST	GRANT REQUEST