

# Grant Report Guidelines

When your project/program is completed, SMCF requires a detailed final report for the entire project. Please email the report to Araceli and submit one printed copy to our office. The report should include the following information, along with photographs documenting the project. **(The Project Report is due within 30 days of project completion and must be submitted in this time frame. Should the grant report not be submitted within the 30 days guideline, the ONG will not be eligible for a future grant to SMCF.)**

- DATE
- NAME OF THE ORGANIZATION
- NAME OF THE PROJECT AND PROVIDE A BRIEF PROJECT SUMMARY
- GRANTED DATE
- DATE PROJECT STARTED AND COMPLETED
- AMOUNT REQUESTED IN PESOS
- AMOUNT GRANTED IN PESOS
- MATCHING FUNDS IN DOLLARS OR PESOS AND SOURCE
- DESCRIBE THE IMPACT OF THIS PROJECT/PROGRAM IN THE COMMUNITY OF SMA AND THE NUMBER OF PEOPLE BENEFITTING
- SMCF REQUIRES THAT THE FACTURAS MUST BE ISSUED IN THE NAME OF THE BENEFICIARY ORGANIZATION.
- LIST OF ALL FACTURAS FOR GRANT FUNDS PROVIDED BY SMCF, INCLUDING THE DATE, FACTURA NUMBER, AMOUNTS, AND A DESCRIPTION OF WHAT EACH FACTURA COVERS.
- ACCOUNT STATEMENT SHOWING WHERE THE DONATION WAS DEPOSITED AND FROM WHICH THE PROJECT PAYMENTS WERE MADE.
- ELECTRONIC RECEIPT OF THE DONATION RECEIVED
- PHOTOS OF PROJECT
- OPINION OF COMPLIANCE WITH THE SAT (FEDERAL) AND THE SATEG (STATE)
- PROOF OF TAX SITUATION
- PLEASE HAVE AN AUTHORIZED PERSON SIGN THE REPORT, INCLUDING THEIR TITLE AND THE DATE.

ACCEPTED BY \_\_\_\_\_ TITLE \_\_\_\_\_

DATE \_\_\_\_\_ E-MAIL \_\_\_\_\_