



## Soroptimist Foundation of Canada

### Club Grant Report

This report is due before June 30 in the club year the grant money is received, i.e. a grant received in the fall of 2018 is meant for a project in the 2018-2019 club year. The report must be submitted before the club will be considered for a future grant. Clubs receiving grants for projects that will not be completed within the club year should contact the Club Grants Manager: [clubgrants@soroptimistfoundation.ca](mailto:clubgrants@soroptimistfoundation.ca) to explain the situation and seek her advice on how to proceed.

This is a writable form, meant to be completed on a computer, saved, and emailed back to SFC. Please ensure you have an up-to-date version of Adobe Reader installed.

Club name:

Year of charter:

Club president:

Contact phone:

Email:

Program chair:

Contact phone:

Email:

Title of program:

Target audience:

Number of attendees:

Focus of the program (type below):

Details of the program – describe format and program materials (type below):

Summary of participant evaluation (type below):

Describe how SFC was acknowledged both in promotion and during the event:

What was the venue?

What meals and/or refreshments were served? (type below)

Describe any partnerships and how they functioned (type below):

Additional comments about your program that may assist other Soroptimist clubs in planning similar projects (type below):

Please complete the financial report on the next page and submit this report, with a copy of any promotional material (if possible), to:

Heather Rollins, Club Grants Manager [clubgrants@soroptimistfoundation.ca](mailto:clubgrants@soroptimistfoundation.ca)

## SFC Club Grant Financial Report

Income	Source	Amount
	SFC Grant	--->
	Donations	
	Sponsors	
	Admission fee (or donation)	
	Other	
	Total income	
Expenses		
	Venue	--->
	Equipment rental	
	Hospitality & décor	
	Administrative costs	
	Reimbursement of any advance	
	Other	
	Total expenses	
	NET INCOME	