



Athena Giving Circle Report of Grant Expenditures, 2024-2025 Grant Cycle

Please note: Grantee must maintain the grant funds in a separate account on the grantee's books.

There are two grant expenditure reports required: an Interim Report due July 15, 2025 and a Final Report due January 30, 2026. A team member from your organization will also be expected to give an oral presentation to an Athena Giving Circle member meeting in the first quarter of 2026. The organization will receive an invitation to that meeting.

Interim Report of Grant Expenditure, Due July 15, 2025

Please include in the INTERIM report the following information in the format below, and submit it by email to lscott@cfsarasota.org

1. Organization name, contact person, address, phone number and email address
2. Grant period and amount of grant
3. Grant title and purpose
4. A financial accounting of how the funds were expended to date
5. A brief summary of program activities that have taken place since the grant began
6. Evaluation- Please be as quantitative as possible
 - Describe the benefit to participants in the program/project to date, including specific progress against agreed program objectives.

Final Report of Grant Expenditure, Due January 30, 2026

Please include in the FINAL report the following information in the format below, and submit it by email to lscott@cfsarasota.org

1. Organization name, contact person, address, phone number and email address
2. Grant period and amount awarded
3. Grant title and purpose
4. A financial accounting of how the funds were expended
5. A brief summary of program activities that took place during the grant period
6. Evaluation – Please be as quantitative as possible
 - Determine if the program met the expected results identified in the proposal
 - Describe the benefit to participants in the program/project
 - Describe any unanticipated effects/results of the program/project

In addition to these reporting requirements, we encourage you to share publicity generated from or for your organization about this award if applicable (newspaper or newsletter articles, photos, etc). Please share press releases in advance of publication with the Community Foundation via email at communication@cfsarasota.org.

If you have questions regarding these reporting requirements, which differ from other Community Foundation grant reports, please contact Laurie Scott, Philanthropic Advisor, at 941-556-7155 or by email, lscott@cfsarasota.org.