



Framingham Community Preservation Committee

City of Framingham, 150 Concord Street, Framingham, MA 01702

www.framinghamma.gov/3286/Community-Preservation-Committee

Email: CPC@framinghamma.gov; Tel: 508-532-5683

GRANT REPORT FORM

A Grant Report Form must be submitted to the Community Preservation Committee with each disbursement request and upon project completion.

1: CPA Project Status Information

Project Title:		
Grant Application Number:		
Grantee Name:		
Grantee Contact:		
Grantee Address:		
Grantee Email and Phone Number:		

Disbursement Total:	
Date Disbursement Covered:	

2. CPA Grant Report- Narrative

The information in this section should cover work completed during the previous project phase (i.e., between this report and the last report submitted). For phased disbursement grantees, this section should describe work completed with funds received in your previous grant payment.

Project Description (<i>Briefly account for the amount of CPA funds within the requested disbursement</i>):			
Project Timeline (<i>Review project milestones, indicate percentage of completion and list the projected deliverables for the next quarter</i>):			
Issues/Comments/Concerns:			
Project Start Date		Expected Project Completion Date	

5. Sign and Date

I certify this information is accurate:	Signature	Date
	Name	Title

To be completed by the CPA Coordinator:

Date Received:	
Purchase Order #	
Notes	
Invoice Approval:	
Heather O'Donnell, CPA Coordinator	

Grant Report Forms and Invoices along with copies of all expenditure documents and check-in meeting notes should be sent to the CPA Coordinator, Heather O'Donnell at hodonnell@framinghamma.gov or City of Framingham Memorial Building, 150 Concord Street, Framingham, MA 01702.