

Final Report Instructions South Central Power Company Foundation

June 2018

Grant recipients must provide a final written report including receipts or invoices of expenditures and photographs of the project, within one year of award date.

Instructions for final report.

1. Submit a written report. Limit this report to one or two pages. Please provide us details about your project.
 - a. Example: What were the funds used for?
 - b. How did your project benefit the community?
 - c. If funds were used for a food pantry, how many individuals or families did you provide with food or assist with the grant funding? How many vouchers provided?
2. Include no more than four photographs representative of the project. Photos may be inserted into the written report or submitted as a separate document. Photographs will not be returned and become the property of South Central Power Company Foundation. Attach to written report.
3. Provide receipts or invoices for the project. Submit receipts for all the items purchased from the grant funding. Multiple store receipts may be adhered to an 8 ½" x 11" paper with a glue stick or with transparent tape. Do not staple receipts to paper. Attach to written report.

Should you have questions through the report process, please contact Liz Bainter, Community Development Ambassador at South Central Power Company, by calling 800-282-5064 extension 6252. Fax completed report Liz Bainter at 740-681-4488 or email it to Bainter@southcentralpower.com. To mail report, send to South Central Power Company, 2780 Coonpath Road NE, Lancaster, OH 43130.