



## GRANTEE SIX MONTH CHECKLIST

1. **What project activities have been completed to date?**
2. **What project activities are currently underway?**
3. **What project activities are still to be completed?**
4. **To date, have there been any unexpected challenges and/or surprises encountered in this project?**
5. **Have there been any significant changes or adjustments made to the project since application approval?**
6. **What is the scheduled date for project completion and is this date still achievable?**
7. **In ballpark terms, how much of the project grant has been expended to date?**
8. **What are the future cash flow requirements for the project?**
9. **Please indicate which of the following Community Foundation acknowledgement pieces have taken place as of this time:**
  - Plaque mounted on premises
  - Community Foundation full name & logo on web site, signage, reports, etc. and copies have been forwarded to the Foundation
  - Proper wording used for acknowledgement
  - Press release distributed and forwarded to the Foundation
  - Collecting testimonials from project participants and/or observers
  - Photographs taken of project activities with signed photo release form(s)

***\*For an electronic copy please contact Amanda at [outreach@spccf.ca](mailto:outreach@spccf.ca)***

***\*\*Please submit to the Foundation by the end of the 7th month of receiving funding.***