



GO OUTSIDE GRANT REPORTING

REPORTING YOUR GRANT EXPENSES

-30 days from the completion of your structure or field trip/visiting program you are required to submit proof of payment and photographs. Please use the following checklist to assist you in gathering the required documentation.

CHECKLIST

Have you included two forms of proof of payment for each purchase?

We require two forms of proof of payment for each purchase. This may include:

1 x Receipt, Invoice, or Purchase Order

AND

1 x Check Stub or Account Summary

Please note we cannot accept spreadsheets or handwritten documents as proof of purchase.

Have you included photos of your structure or field trip/visiting program and do you have the necessary permissions for us to be able to use them?

We require photographs that we may use for our website, social media channels, print materials, and promotional items. Please ensure that you have the necessary permissions for us to be able to use these photos as described.

Do you have any unspent funds to be returned to the Commission?

Unspent grant funds must be returned by check to the N.C. Youth Outdoor Engagement Commission.

1. Full name of your organization/school:

2. County:

3. Amount spent:

How much of the grant award have you expended?

\$

4. Amount remaining:

How much of the grant award will be returned?

\$

5. Have you already returned unspent funds?

Yes | No

5a. If yes, what date was a check sent?

Please be reminded that, per our guidelines, applicants, administrators/principals, and/or accountants/bookkeepers are responsible for collecting, collating, and provide proof of payment.

Unspent funds are to be returned by check made payable to:

N.C. Youth Outdoor Engagement Commission
1715 Mail Service Center
Raleigh, NC 27699