



TRAILBLAZERS GRANT REPORTING

REPORTING YOUR GRANT EXPENSES

-At the end of the school year 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 club activities 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?

Trailblazers Club grant funds are intended to be utilized throughout the school year. We encourage advisors to carry over leftover funds to the next school year and allocate them towards their next club plan.

1. Full name of your organization/school:

2. County:

3. Amount spent:

How much of the club funds have you expended so far?
\$

4. Is the club continuing for another year?

Yes | No

5. Amount remaining:

How much (if any) of the remaining club funds will be carried over to the next school year?
\$

Completed by:

Signature:

Please be reminded that:

1. Per our guidelines, applicants, administrators/principals, and/or accountants/bookkeepers are responsible for collecting, collating, and provide proof of payment.

2. Club plans must be approved Commission staff prior to spending remaining funds.

Need help?

Contact us at:

GoOutside@nc.gov or **919-707-4030**