



Canadian Friends
Service Committee
(QUAKERS)

Criminal Justice Community Grants Reporting Requirements

All grant reports must include the following (in 1-2 pages):

1. Name of the project:
Contact person:
Address:
Phone number:
Email address:
Sponsoring group/organization:
Registered charitable number (if applicable):
Friend, Monthly Meeting or Worship Group (if applicable):
2. Amount of grant
3. Date grant received
4. Briefly describe how the project goals (the focus of your application) were met and what impacts were seen. Feel free to describe any celebrations and/or challenges encountered during the implementation of the project.
5. Provide a brief financial report of funds received and disbursed.
 - **Grantees that are individuals and non-charities** must also provide CFSC with original receipts for project expenses for the amount of the grant received. Please make a photocopy and attach the original receipts to the report. Original receipts support our accounting and charitable status financial requirements. If you have agreed to submit your original receipts to another charitable organization that is supporting the project, CFSC requires copies of the original receipts and the name of the charity (and contact person) that has the original receipts.
 - **Grantees that are registered charities** are responsible for maintaining original receipts for project expenses for the amount of the grant received.
6. If you wish, offer a personal reflection on the project and any recommendations you may have for CFSC or others interested in such work.

Please submit your reports to:

CFSC

60 Lowther Avenue,

Toronto, Ontario,

Canada, M5R 1C7

Tel: (416) 920-5213; E-mail: qfj@quakerservice.ca