

Quarterly Financial Report

For Grant Applications

Organization & Grant Information

Organization Name	[Enter Organization Name]
Grant Name/Number	[Enter Grant Name or Number]
Reporting Period	[e.g., Q1 2024: Jan 1, 2024 – Mar 31, 2024]
Date Submitted	[Enter Submission Date]

Summary of Expenditures

Budget Category	Approved Budget	Quarterly Expenditure	Cumulative Expenditure	Remaining Balance
Personnel	[]	[]	[]	[]
Supplies/Materials	[]	[]	[]	[]
Travel	[]	[]	[]	[]
Consultants	[]	[]	[]	[]
Other (Specify)	[]	[]	[]	[]
Total	[]	[]	[]	[]

Narrative Summary

[Brief description of activities conducted this quarter, progress towards goals, deviations from budget or timeline, and explanations for any significant variances.]

Supporting Documentation

- Copies of invoices, receipts, payroll, etc. attached as required.
- Bank statements and financial records for the reporting period (if requested by funder).

Prepared by:

Date: _____

Approved by:

Date: _____

Important Notes

- This report must be accurate, complete, and supported by documentation.
- Any budget variances or reallocations should be explained in the narrative.

- Ensure the report is submitted by the funder's deadline.
- Keep copies of all submitted materials for your records.
- Consult grant guidelines for any additional reporting requirements.