

# Grant Funding Utilization Report

## 1. Project Overview

**Project Title:** Empowering Youth in Digital Literacy  
**Grant Reference:** GRT-2024-0012  
**Reporting Period:** January 2024 – June 2024  
**Organization:** Future Skills Initiative

## 2. Summary of Activities

The project conducted workshops and training sessions across 10 community centers, benefiting over 500 young participants. Program activities included introduction to basic digital tools, online safety, and project-based learning modules. Collaboration with local mentors and schools enhanced outreach and engagement.

## 3. Financial Utilization Summary

Budget Line Item	Allocated Amount (USD)	Spent (USD)	Balance (USD)
Training Materials	4,000	3,800	200
Facilitator Fees	7,000	7,000	0
Venue & Equipment	2,000	1,850	150
Operational Expenses	1,000	950	50
Total	14,000	13,600	400

## 4. Outcomes & Impact

- Trained 520 youths in basic and intermediate digital skills.
- Distributed 500+ learning kits and resource materials.
- 90% of participants demonstrated improvement in digital competencies based on pre- and post-assessment.
- Strengthened partnership with local schools for ongoing digital literacy efforts.

## 5. Challenges & Lessons Learned

- Limited access to reliable internet in some locations required adaptation of offline training modules.
- Initial turnout was lower than expected, but improved with targeted outreach.
- Strong interest in advanced modules highlighted the need for follow-up programs.

## 6. Attachments

- Participant List
- Training Schedules
- Post-Training Assessment Report
- Receipts and Financial Statements

## Important Notes

- Ensure all reported expenses are supported with valid documentation and receipts.

- Clearly outline both quantitative and qualitative results achieved through grant funding.
- Submit the report as per the timeline specified by the grantor.
- Highlight any unspent funds and propose actions for remaining balances, if applicable.
- Document challenges transparently and suggest recommendations for future projects.