

Grant Disbursement and Utilization Format

A. GENERAL INFORMATION

Project Title

Grantee Organization

Grant Reference No.

Grant Period

Date of Report

B. DISBURSEMENT DETAILS

S. No.	Date	Amount Disbursed	Mode of Disbursement	Purpose/Remarks
1				
2				
3				
Total				

C. UTILIZATION STATEMENT

Budget Head/Line Item	Amount Allocated	Amount Utilized	Balance	Remarks
Total				

D. CERTIFIED BY

Authorized Signatory

Designation

Date

Stamp/Seal

IMPORTANT NOTES

- All disbursement and utilization figures must match supporting documents and audited statements.
- Report must be certified by an authorized signatory of the organization.
- Provide clear remarks for any unutilized funds or variances.
- Submit the completed form as per the timeline and guidelines of the grant provider.
- Retain copies of all supporting bills, invoices, and vouchers for audit purposes.

