

# 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				
<b>Total</b>				

## C. UTILIZATION STATEMENT

Budget Head/Line Item	Amount Allocated	Amount Utilized	Balance	Remarks
<b>Total</b>				

## 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.

