

**School Startup Grant Recipient**

**Expenditure Responsibility Report Template**

***(Startup Grantee without a 501c3 or fiscal agent)\****

\*If you unsure if this template is applicable to you please refer to your grant contract or contact WFF.

The Walton Family Foundation (“WFF”) is required to obtain annual reports for grants to entities that have not received 501 (c) (3) tax exempt status from the IRS or that are not considered governmental entities such as a public school. If you have received a 501 (c) (3) or school authorization please send a copy of your IRS Tax Determination letter and/or proof of charter along with this completed Report form. You must provide reports annually until the grant funds are fully expended or until unused funds are returned to WFF. **Please provide your report to WFF no later than 60 days after your fiscal year end.** Please follow the format below when making your annual report to WFF.

Grant #:

School Name:

Previous School Name (if applicable):

Address:

City: State: Zip:

Date of Grant:

Amount of Grant: \_\_\_\_\_\_\_\_\_\_ Fiscal Year End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Month/Year School Opened: \_\_\_\_\_\_ Current School Year Total Enrollment:

Received 501 (c) (3) (Please attach a copy of IRS exemption letter)

Received Charter (Please provide proof of charter from governmental agency)

During the calendar year \_\_\_\_\_\_, the following efforts were made to establish the school: (Write a short narration of efforts made to establish school and why a school was not established or has not been established yet).

I, confirm that all grant funds were expended for educational purposes and that grant funds were not used to attempt to influence legislation or the outcome of any specific public election; to carry on directly or indirectly, any voter registration drive; to make grants to individuals or to other non-charitable organizations or undertake any activities for a non-charitable purpose.

**Use of Grant Funds – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (***Name of school***) spent the grant funds in the following manner.**

Please provide a brief accounting of how your grant was expended.

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense Classification \*** | **Approved Amount** | **Amount Expended** | **Purpose** |
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| **Expended Funds**  **Total** |  |  |  |

\* Expenses may be classified according to category such as legal fees, consulting fees, travel expense, salary expense, etc.

Any unused funds should be returned to The Walton Family Foundation in accordance to the terms and conditions of the grant letter.

**I hereby certify that the above and attached statements are true and accurate:**

**Signature and Title Date**

**Please return all pages via e-mail:**

**The Walton Family Foundation, Inc.**

**E-Mail:** [**ER@wffmail.com**](mailto:ER@wffmail.com)

**Foundation Staff Use Only**

Accepted Needs Revisions Staff Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_