



Alumni Association

TUAA PROJECT GRANT FINAL REPORT FORM

*Within 30 days of the completion of your grant-sponsored event, a cost accounting and brief summary of the event is to be sent to the TUAA Grants/Awards Committee c/o christine.brady@temple.edu. Failure to do so will preclude consideration of future TUAA grant proposals. If a grants funded program does not materialize, **in full or part**, funds must be returned immediately to the TUAA; unused funds may not be transferred to new or unapproved projects.*

1. School/College Alumni Association: _____

2. Contact person, phone and email: _____

3. Date of grant sponsored event: _____

4. Description of approved grant project: _____

5. Event Summary of Approved Project:

6. # of Attendees, specifying # of alumni attendees: _____

7. Cost Accounting including Revenue and Expenses: _____

8. Was your TUAA grant award used in its entirety? ☐ YES ☐ NO

If **NO**, it is your responsibility to direct the Alumni Center's Financial Manager to requisition a check for the unused funds to the Temple University Alumni Association.

For Office Use Only

Date of Receipt: _____