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**Joy W. Pope Memorial Grant Report**

If your award letter indicates that you have received a Joy W. Pope Memorial Grant from the John William Pope Foundation, you should use this report. If you need a copy of your award letter or have questions, please call the Pope Foundation at (919) 871-3329.

**Guidelines**

Please complete the report below. You may type directly into this document or compose your own document that addresses the bullet-pointed items. Reports should be submitted online at [www.jwpf.org/reports](http://www.jwpf.org/reports). The report website allows you to upload your narrative and up to two additional documents, if needed.

**Part I**

Please tell us about the progress of your restricted grant by answering the questions and statements below.

1. What significant changes did the project or organization experience since you were awarded the grant?
2. What portion of your project did the Joy W. Pope Grant fund?
3. Has the project been completed? If yes, what month did completion occur? If no, what items are outstanding and when is the expected completion?
4. How much of the Joy W. Pope Grant has been expended?
5. If the project requires ongoing costs, have you acquired the necessary funds, or do you have a plan to do so?
6. On an annual basis, how many individuals do you expect to serve through this project? Please include direct and indirect service numbers.

**Part II**

Please attach or enter a full accounting of actual income and expenses for the project to date.