



**West Point Spouses' Club**  
 P.O. Box 44  
 West Point, NY 10996  
 Outreach@westpointspousesclub.org

## WPSC Grant Reporting Worksheet

Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Intended Purpose \_\_\_\_\_

Amount of Grant Awarded: \_\_\_\_\_

The West Point Spouses' Club respectfully requests all organizations receiving a community grant provide a detailed itemization of expenditures associated with this grant. Any unused grant funds must be returned to the West Point Spouses' Club. Your organization has an obligation to use grant funds as stated in your request.

Please complete the table below as well as attach documentation for purchases/expenditures (copies of receipts, purchase orders, etc.) to this form. Completed grant reporting worksheets, along with any unused funds must be returned by **December 31<sup>s</sup> of the same calendar year the funds were awarded.** In order to be eligible for a grant next year, the WPSC Grant Reporting Worksheet must be returned on time.

Paid To	Description of Purchase	Amount

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_