**Direct Support Fund Completion Form**

**Contact Name:**       **Group Name (if applicable):**

**Project Title:**

**Start Date:**       **End Date:**       **Funded:**

**1. How did you spend the Direct Support funds? Please include an itemized expense summary and attach receipts. For a copy of your original budget, please contact James.**

|  |  |  |
| --- | --- | --- |
| **Expense** | **Budgeted Amount** | **Actual Amount** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| **Total** |       |       |

**2. Are there funds remaining? (Unused funds must be returned, however, you may contact James for approval to spend them on similar or related expenses.)**

**3. Describe the social change made possible by your project or initiative.**

|  |  |
| --- | --- |
| **Mailing/printed materials:** | **Youth and education:** |
| **Event:** | **Volunteer/organizer support:** |
| **Community science & research:** | **Other (please describe):** |

**4. Please estimate the number of people reached for each class of activities.**

**Completion Form Submittal**

Completion forms are submitted to James Cato at the Mountain Watershed Association. Email is preferable though mailed copies are accepted. Receipts are preferred to be submitted electronically via scans or photos.

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