

# GRANT REPORTING & CERTIFICATION FORM

## 2024-2025

### Communication & Reporting:

Communication is key to ensuring project success. **Should you be awarded a grant, please make sure to keep the Foundation updated with all changes. This includes any issues, changes in personnel, or delays in your program.** Please contact 772-429-5505 or email [jackie.wolfe@stlucieschools.org](mailto:jackie.wolfe@stlucieschools.org) if you have any questions or concerns.

### Final Report

**Report due on May 16, 2025.** Report must include pictures, press releases, budget, and receipts. These items are very helpful for State awarding and funding for the following year.

\_\_\_\_ I understand that all funding dispersed must be accounted for with receipts.

\_\_\_\_ I understand that a mid-year check in is required by January 10, 2025.

\_\_\_\_ I understand that a final report is required by May 16, 2025.

\_\_\_\_ I will take measures to ensure materials, supplies and professional development used in projects are in compliance with school procedures, district policy and state statutes.

\_\_\_\_ I certify that all the above information is accurate and true to the best of my ability.

\_\_\_\_\_  
Applicant (Print/Sign)

\_\_\_\_\_  
Date

### APPROVED BY:

\_\_\_\_\_  
Principal (Print/Sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator/Director (Print/Sign)

\_\_\_\_\_  
Date

ONLY if applicant is district office staff employee