

# Grant Reporting Financial Overview

[Your Name]

[Your Title]

[Your Organization]

[Address]

[City, State, Zip]

[Email]

[Phone Number]

[Date]

[Grant Provider Name]

[Grant Provider Title]

[Grant Provider Organization]

[Provider Address]

[Provider City, State, Zip]

## Subject: Financial Overview Report for [Project Name]

Dear [Grant Provider Name],

We are pleased to submit our financial overview report for the [Project Name] supported by your generous grant of [Grant Amount] received on [Date of Grant Award]. This report outlines the financial expenditures and overview as per the reporting requirements for the period of [Reporting Period].

### 1. Financial Summary

| Expense Category | Budgeted Amount     | Actual Amount     | Variance     |
|------------------|---------------------|-------------------|--------------|
| [Category 1]     | [Budgeted Amount 1] | [Actual Amount 1] | [Variance 1] |
| [Category 2]     | [Budgeted Amount 2] | [Actual Amount 2] | [Variance 2] |

## **2. Narrative Description**

[Provide a brief narrative summarizing the financial activities, explaining any variances, and detailing specific accomplishments related to the project.]

## **3. Future Financial Planning**

[Outline any anticipated future expenses and how the remaining funds will be allocated toward the project goals.]

Thank you for your continued support. We are committed to maintaining transparency and ensuring the success of [Project Name].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]