Monthly grant report

Eastside Pantry (example) | November 2026

Draft. Code found no number errors. Add your story and read it over before you send it.

Food for Families grant

Award A1 | Jan 1, 2026 to Dec 31, 2026

THIS MONTH

Costs	**$2,011.95**
Visits	**18**
People served	**7**

AWARD TO DATE

Budget	**$15,000.00**
Spent through Nov 30, 2026	**$2,011.95**
Left in budget	**$12,988.05**

What we did this month

[Report households served: add your text here. Checked number: People served 7.]

[Report pantry visits: add your text here. Checked number: Visits 18.]

[Report food costs: add your text here. Checked number: Costs $2,011.95.]

Before you send

This part is for you. Delete it from the Word file before you send the report.

Fix list

Code checks found no number errors. You still need to check the funder rules and proof.

Tasks this month

[To do] Report households served

Due Nov 30, 2026 | Award A1 | Rule: Award letter (example)

People served: 7 (matches what you entered)

[To do] Report pantry visits

Due Nov 30, 2026 | Award A1 | Rule: Award letter (example)

Visits: 18 (matches what you entered)

[To do] Report food costs

Due Nov 30, 2026 | Award A1 | Rule: Award letter (example)

Costs: $2,011.95

Where the numbers came from

Each number is the sum of these rows. Click a row to see it.

Food for Families grant

Costs: $2,011.95

Cost sheet row 2: $412.80

Cost sheet row 3: $389.15

Cost sheet row 4: $1,210.00

Visits: 18

Activity log row 2: 1

Activity log row 3: 1

Activity log row 4: 1

Activity log row 5: 1

Activity log row 6: 1

Activity log row 7: 1

Activity log row 8: 1

Activity log row 9: 1

Activity log row 10: 1

Activity log row 11: 1

Activity log row 12: 1

Activity log row 13: 1

Activity log row 14: 1

Activity log row 15: 1

Activity log row 16: 1

Activity log row 17: 1

Activity log row 18: 1

Activity log row 19: 1

People served: 7

Activity log row 2: counted

Activity log row 3: counted

Activity log row 4: counted

Activity log row 5: already counted or no ID

Activity log row 6: counted

Activity log row 7: already counted or no ID

Activity log row 8: counted

Activity log row 9: already counted or no ID

Activity log row 10: counted

Activity log row 11: already counted or no ID

Activity log row 12: already counted or no ID

Activity log row 13: counted
Activity log row 14: already counted or no ID
Activity log row 15: already counted or no ID
Activity log row 16: already counted or no ID
Activity log row 17: already counted or no ID
Activity log row 18: already counted or no ID
Activity log row 19: already counted or no ID

Hours: 0.00

Activity log row 2: 0.00
Activity log row 3: 0.00
Activity log row 4: 0.00
Activity log row 5: 0.00
Activity log row 6: 0.00
Activity log row 7: 0.00
Activity log row 8: 0.00
Activity log row 9: 0.00
Activity log row 10: 0.00
Activity log row 11: 0.00
Activity log row 12: 0.00
Activity log row 13: 0.00
Activity log row 14: 0.00
Activity log row 15: 0.00
Activity log row 16: 0.00
Activity log row 17: 0.00
Activity log row 18: 0.00
Activity log row 19: 0.00

Spent through Nov 30, 2026: $2,011.95

Cost sheet row 2: $412.80
Cost sheet row 3: $389.15
Cost sheet row 4: $1,210.00

Proof links

You added these links. We did not open them.
Activity log row 2 | counted
No proof link
Activity log row 3 | counted
No proof link
Activity log row 4 | counted
No proof link
Activity log row 5 | counted

No proof link

Activity log row 6 | counted

No proof link

Activity log row 7 | counted

No proof link

Activity log row 8 | counted

No proof link

Activity log row 9 | counted

No proof link

Activity log row 10 | counted

No proof link

Activity log row 11 | counted

No proof link

Activity log row 12 | counted

No proof link

Activity log row 13 | counted

No proof link

Activity log row 14 | counted

No proof link

Activity log row 15 | counted

No proof link

Activity log row 16 | counted

No proof link

Activity log row 17 | counted

No proof link

Activity log row 18 | counted

No proof link

Activity log row 19 | counted

No proof link

Cost sheet row 2 | counted

https://example.org/receipts/1102

Cost sheet row 3 | counted

https://example.org/receipts/1116

Cost sheet row 4 | counted

https://example.org/receipts/1123

Source rows

Row 1 of each sheet is the header, so data starts at row 2.

Activity log row 2

activity_id: L1 | date: 2026-11-03 | award_id: A1
participant_id: H01 | visits: 1 | hours: 0.00
evidence_url: (blank)

Activity log row 3

activity_id: L2 | date: 2026-11-03 | award_id: A1
participant_id: H02 | visits: 1 | hours: 0.00
evidence_url: (blank)

Activity log row 4

activity_id: L3 | date: 2026-11-04 | award_id: A1
participant_id: H03 | visits: 1 | hours: 0.00
evidence_url: (blank)

Activity log row 5

activity_id: L4 | date: 2026-11-06 | award_id: A1
participant_id: H01 | visits: 1 | hours: 0.00
evidence_url: (blank)

Activity log row 6

activity_id: L5 | date: 2026-11-10 | award_id: A1
participant_id: H04 | visits: 1 | hours: 0.00
evidence_url: (blank)

Activity log row 7

activity_id: L6 | date: 2026-11-10 | award_id: A1
participant_id: H02 | visits: 1 | hours: 0.00
evidence_url: (blank)

Activity log row 8

activity_id: L7 | date: 2026-11-11 | award_id: A1
participant_id: H05 | visits: 1 | hours: 0.00
evidence_url: (blank)

Activity log row 9

activity_id: L8 | date: 2026-11-13 | award_id: A1
participant_id: H01 | visits: 1 | hours: 0.00
evidence_url: (blank)

Activity log row 10

activity_id: L9 | date: 2026-11-17 | award_id: A1
participant_id: H06 | visits: 1 | hours: 0.00
evidence_url: (blank)

Activity log row 11

activity_id: L10 | date: 2026-11-17 | award_id: A1
participant_id: H03 | visits: 1 | hours: 0.00
evidence_url: (blank)

Activity log row 12

activity_id: L11 | date: 2026-11-18 | award_id: A1
participant_id: H02 | visits: 1 | hours: 0.00
evidence_url: (blank)

Activity log row 13

activity_id: L12 | date: 2026-11-20 | award_id: A1
participant_id: H07 | visits: 1 | hours: 0.00
evidence_url: (blank)

Activity log row 14

activity_id: L13 | date: 2026-11-20 | award_id: A1
participant_id: H01 | visits: 1 | hours: 0.00
evidence_url: (blank)

Activity log row 15

activity_id: L14 | date: 2026-11-24 | award_id: A1
participant_id: H04 | visits: 1 | hours: 0.00
evidence_url: (blank)

Activity log row 16

activity_id: L15 | date: 2026-11-24 | award_id: A1
participant_id: H05 | visits: 1 | hours: 0.00
evidence_url: (blank)

Activity log row 17

activity_id: L16 | date: 2026-11-25 | award_id: A1
participant_id: H02 | visits: 1 | hours: 0.00
evidence_url: (blank)

Activity log row 18

activity_id: L17 | date: 2026-11-27 | award_id: A1
participant_id: H06 | visits: 1 | hours: 0.00
evidence_url: (blank)

Activity log row 19

activity_id: L18 | date: 2026-11-27 | award_id: A1
participant_id: H01 | visits: 1 | hours: 0.00
evidence_url: (blank)

Cost sheet row 2

line_id: E1 | expense_id: R1 | date: 2026-11-02
award_id: A1 | amount: 412.80 | expense_total: 412.80
category: Food | evidence_url: https://example.org/receipts/1102

Cost sheet row 3

line_id: E2 | expense_id: R2 | date: 2026-11-16
award_id: A1 | amount: 389.15 | expense_total: 389.15
category: Food | evidence_url: https://example.org/receipts/1116

Cost sheet row 4

line_id: E3 | expense_id: R3 | date: 2026-11-23
award_id: A1 | amount: 1210.00 | expense_total: 1210.00
category: Food | evidence_url: https://example.org/receipts/1123

File checks

Pack ID 29c1e1589785577c392c8d5631803bf731fb276f11f0aefc4a98dd4cb6d74006
activities file SHA-256 52245e303e6142cf5b29c6319ac1bb9aac869ada4e57dad44a0cd15e80b3b717
expenses file SHA-256 4f0862d0d284e5b05f755aeac6beb07e392384920c3376948f1f3b02bc8ae4ec
Counts use valid rows only. Rows with a repeated ID are left out. People are distinct IDs with at least one visit. Costs and hours are exact to the cent. Award spend counts every imported cost up to the end of this month.
This draft checks records and math. You still need to check the funder rules and allowed costs.