Monthly grant report

Westfield Library Friends (example) | November 2026

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

Adult reading program grant

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

THIS MONTH

Costs	**$486.40**
Visits	**12**
People served	**5**
Hours	**12.00**

AWARD TO DATE

Budget	**$10,000.00**
Spent through Nov 30, 2026	**$486.40**
Left in budget	**$9,513.60**

What we did this month

[Report learners served: add your text here. Checked number: People served 5.]

[Report tutoring sessions: add your text here. Checked number: Visits 12.]

[Report tutoring hours: add your text here. Checked number: Hours 12.00.]

[Report costs: add your text here. Checked number: Costs $486.40.]

[Send one program photo: add your text here. Check the proof for this task.]

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 learners served

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

People served: 5 (matches what you entered)

[To do] Report tutoring sessions

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

Visits: 12 (matches what you entered)

[To do] Report tutoring hours

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

Hours: 12.00 (matches what you entered)

[To do] Report costs

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

Costs: $486.40 (matches what you entered)

[To do] Send one program photo

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

Task only. Check the proof by hand.

Where the numbers came from

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

Adult reading program grant

Costs: $486.40

Cost sheet row 2: $236.40

Cost sheet row 3: $250.00

Visits: 12

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

People served: 5

Activity log row 2: counted

Activity log row 3: counted

Activity log row 4: counted

Activity log row 5: counted

Activity log row 6: counted

Activity log row 7: already counted or no ID

Activity log row 8: already counted or no ID

Activity log row 9: already counted or no ID

Activity log row 10: already counted or no ID

Activity log row 11: already counted or no ID

Activity log row 12: already counted or no ID

Activity log row 13: already counted or no ID

Hours: 12.00

Activity log row 2: 1.00

Activity log row 3: 1.00

Activity log row 4: 1.00

Activity log row 5: 1.00

Activity log row 6: 1.00
Activity log row 7: 1.00
Activity log row 8: 1.00
Activity log row 9: 1.00
Activity log row 10: 1.00
Activity log row 11: 1.00
Activity log row 12: 1.00
Activity log row 13: 1.00

Spent through Nov 30, 2026: $486.40

Cost sheet row 2: $236.40
Cost sheet row 3: $250.00

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
Cost sheet row 2 | counted
https://example.org/receipts/b1
Cost sheet row 3 | counted

https://example.org/receipts/t1

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: R01 | visits: 1 | hours: 1.00
evidence_url: (blank)

Activity log row 3

activity_id: L2 | date: 2026-11-05 | award_id: A1
participant_id: R02 | visits: 1 | hours: 1.00
evidence_url: (blank)

Activity log row 4

activity_id: L3 | date: 2026-11-07 | award_id: A1
participant_id: R03 | visits: 1 | hours: 1.00
evidence_url: (blank)

Activity log row 5

activity_id: L4 | date: 2026-11-09 | award_id: A1
participant_id: R04 | visits: 1 | hours: 1.00
evidence_url: (blank)

Activity log row 6

activity_id: L5 | date: 2026-11-11 | award_id: A1
participant_id: R05 | visits: 1 | hours: 1.00
evidence_url: (blank)

Activity log row 7

activity_id: L6 | date: 2026-11-13 | award_id: A1
participant_id: R01 | visits: 1 | hours: 1.00
evidence_url: (blank)

Activity log row 8

activity_id: L7 | date: 2026-11-15 | award_id: A1
participant_id: R02 | visits: 1 | hours: 1.00
evidence_url: (blank)

Activity log row 9

activity_id: L8 | date: 2026-11-17 | award_id: A1
participant_id: R03 | visits: 1 | hours: 1.00
evidence_url: (blank)

Activity log row 10

activity_id: L9 | date: 2026-11-19 | award_id: A1
participant_id: R04 | visits: 1 | hours: 1.00
evidence_url: (blank)

Activity log row 11

activity_id: L10 | date: 2026-11-21 | award_id: A1
participant_id: R05 | visits: 1 | hours: 1.00
evidence_url: (blank)

Activity log row 12

activity_id: L11 | date: 2026-11-23 | award_id: A1
participant_id: R01 | visits: 1 | hours: 1.00
evidence_url: (blank)

Activity log row 13

activity_id: L12 | date: 2026-11-25 | award_id: A1
participant_id: R02 | visits: 1 | hours: 1.00
evidence_url: (blank)

Cost sheet row 2

line_id: E1 | expense_id: R1 | date: 2026-11-04
award_id: A1 | amount: 236.40 | expense_total: 236.40
category: Books | evidence_url: https://example.org/receipts/b1

Cost sheet row 3

line_id: E2 | expense_id: R2 | date: 2026-11-19
award_id: A1 | amount: 250.00 | expense_total: 250.00
category: Tutor stipend | evidence_url: https://example.org/receipts/t1

File checks

Pack ID da1893aa13c37519b0c7454e8c305a6b894c4e7e812535473d44649b9d914638
activities file SHA-256 e8fc370a26000cbbcd8c84af256c919b54e511038646a8d09be8d13b0ac2dcbb
expenses file SHA-256 caef034f514b8fd9c728b35082ddd93ace816b60a38182eab9a4873042da5ac6
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.