

**Youth Ministry “Good Work” Endowment Grant  
Reporting Form (Quarterly: October, January, April, and July)**

1. **Job Description: Job Description:** In coordination with the Diocesan Human Resources Department, has the job description for the position been adapted to fit the parish needs?
2. **Project description:** Describe the project activities that has taken place thus far at the Parish level. How many youth were served? How many adults served? (fewer than 250 words)
3. **Project description:** Describe the project activities that has taken place thus far at the Diocesan level. How many youth were served? How many adults served? (fewer than 250 words)
4. **How has this position/project benefitted the Youth Ministry Program for children and/or youth? What has been the impact of the grant award thus far? (250 words or fewer)**
5. **Show the record keeping or data used to show change or evaluate success? (300 words or fewer)**

## Use of Funds

Please refer to budget that was used in your request as proposed budget. Actuals may be in similar categories (to be filled in the 4<sup>th</sup> quarter).

	Proposed:	Actual	Portion paid by grant
Expenses:			
Salary and benefits	\$ _____	_____	_____
Programming Costs	\$ _____	_____	_____
1.			
2.			
3.			
4.			
5.			
6.			
7.			
<b>Total \$</b>	<b>\$ _____</b>	<b>_____</b>	<b>_____</b>

**Revenues:**

	Proposed	Actual
<b>Parish Contribution:</b>	\$ _____	\$ _____
<b>Grants/ Gifts/Fees</b>		
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	
4. _____	\$ _____	
<b>Good Works Grant:</b>	\$ _____	\$ _____
<b>Total:</b>	\$ _____	\$ _____

Pastor Signature: \_\_\_\_\_ Date: \_\_\_\_\_