



January 3, 2021

Dear Women's Giving Circle 2020 Grantees:

As we prepare for the Women's Giving Circle's (WGC) 2021 grant cycle, it is an opportune time for us to provide a reminder to our 2020 grantees about the reporting requirements for the grant. Our guidelines require that each grantee "complete and submit a final grant report for any and all previously received WGC grants to be eligible to apply in the current grant cycle."

Please be reminded that the report of activities and expenditures for the project/program must be submitted to the Grant Committee at wgcharfordcogrants@gmail.com at the conclusion of the project, but no later than the due date for a subsequent WGC grant application. Grant applications submitted by grantees who are not in compliance with this reporting requirement will not be considered for funding in 2021.

To facilitate the reporting requirement, attached please find the Women's Giving Circle of Harford County Grant Report template. This is also available on our website here: <https://wgchco.wildapricot.org/Grantees>. We ask that grantees provide a response to the questions on the form, using as many pages as needed report the program's progress and expenditures. Do not hesitate to contact us at the above email address with any questions regarding this requirement. Please do not send a hard copy of the completed report.

The Grant Committee and the Board are looking forward to learning about the progress of each project/program. As we see your work in our community, we are proud to contribute to your success. Many thanks for all you do for the women, children, and families of Harford County.

Sincerely,

Kim Malat

Kim Malat, Chair
Women's Giving Circle

Rosemary King Johnston

Rosemary King Johnston, Chair
Grant Committee