



Procedures for Community Action Project Final Report due June 1

From: Joan Jorgensen, AAUW AZ Community Action Grant Chair (CAGC)

The Board of Directors approved \$2,000 for qualifying community action projects. Branches may submit as many as two separate proposals if they implement two separate projects and combined, their budgets do not exceed \$500. The total number of funded projects will be determined by the funds available.

- ✓ Completed projects showcased in the *AZ Sun* newsletter & AAUW AZ website.
- ✓ Final reports must be received by **June 1** for branch reimbursement.
- ✓ Final reports may be sent by email or US mail.

Projects must clearly reflect the AAUW mission:

AAUW advances equity for women and girls through advocacy, education, philanthropy, and research.

- ✓ Branch project should encourage active member engagement with its implementation.

On or before June 1, activities covered by the grant must be completed and a final report describing the project and use of funds (including receipts, completed AAUWAZ expense claim form and pictures) must be received by the CAGC on or before June 1 of the grant cycle. *NOTE: Please include the name and address of the branch treasurer.*

Funds will be paid by check from the State Treasurer to the Branch Treasurer.



FINAL REPORT FOR AAUW-AZ COMMUNITY ACTION FUNDS

SUBMIT BY: June 1

Branch Name

Amount Requested \$

Project Title

Project Director

Project Director Signature/Date

Branch Treasurer

Branch Treasurer Email Address

Branch Treasurer Phone Number

Branch Treasurer Address

Forward this completed page along with the following supporting documents

1. Final report describing the project and use of funds
2. Copy of all receipts
3. AAUWAZ expense claim form, available on the AAUW AZ website
4. Pictures to be posted on AAUW AZ website and *AZ Sun* newsletter

Submit all documents to Joan Jorgensen at aauwtucsonmembership@gmail.com