



Close-Out Report
of Religious Bodies in Receipt of Grant
Funding to Support the Food Distribution
Efforts for COVID-19

INSERT NAME OF RELIGIOUS BODY



Report for the Period:
Submitted on: (date)
Submitted by:

*This form must not be amended or altered in any way.
OPM 2020*

IMPORTANT NOTES

1. A Close-Out Report must be submitted to the Office of the Prime Minister at the end of the three (3) month period of the grant. It should be submitted fifteen (15) days after the last day of the last month of the grant period.
2. The Close-Out Report must be submitted by the parent/head religious body. For clarification:
☒
☒

Independent bodies must also submit a report. An *independent body* means a religious group that may not fit distinctly into the major religious groups, and is not overseen or supervised by the major umbrella bodies of one of the major religious groups. An independent body may also have a parent body and affiliated as well. However, **only** the independent parent must submit the Close-Out Report.
3. Please submit a hard copy of the Close-Out Report addressed to:
**The Permanent Secretary
Office of the Prime Minister
13-15 St Clair Avenue
Port of Spain
Trinidad
Attention: Senior Monitoring & Evaluation Officer**
4. In addition to submitting hard copies, please submit an electronic copy of the completed report to the Senior Monitoring and Evaluation Officer via email to opm-gca.me@gov.tt by the deadline date as highlighted by the Reporting Schedule below.

REPORT PERIOD	SUBMISSION DATE TO THE OFFICE OF THE PRIME MINISTER
JULY 2021	July 30, 2021

5. Notice of receipt will be sent to your organisation for both copies.
6. You are encouraged to share photos of food items and other information you deem necessary in the report.
7. For further clarification and assistance, the Senior Monitoring and Evaluation Officer can be contacted at 622-1625 ext 4283 or via email at opm-gca.me@gov.tt .

I. SUMMARY

1. **To be completed by parent bodies only.** Number of affiliated bodies (churches/masjids/temples/mandirs/mosques/other) under the supervision of the parent body (this number should be the same number provided in Section III): _____
2. **To be completed by parent bodies only.** Overall membership of religious body (this number should include ALL the members of affiliated bodies under the parent body's management, including the

congregation members in the parent’s specific location. It should be the same number provided in Section III): _____

3. **To be completed by parent and affiliated bodies.** Number of congregation members in your specific religious body/location _____

II. GENERAL INFORMATION

Please write a short description of your religious body’s project, e.g.

“The Lost Hope for Humans organisation is a non-profit religious organisation established in 1458 to assist young men and boys who lost their way in life. In light of the current COVID-19 pandemic, we realised that many families were displaced and sought assistance from the Office of the Prime Minister in the form of a grant to provide relief. The organisation targeted persons displaced due to...”

Enter description here:

III. OBJECTIVES OF THE INITIATIVE

Please list the objectives of obtaining the grant funding from the Office of the Prime Minister, e.g.

1. *To provide temporary relief to persons who lost their sources of income due to the COVID-19 pandemic.*

Enter objectives here:

Objective 1:
Objective 2:
Objective 3:
Objective 4:

IV. FINANCIAL REPORTING

Financial Summary

Fill in the table below by checking the months you received payment and the amount you received each month, then calculate the total amount received at the end of the 3-month period.

<i>Amount received to date</i>	Month	Amount
	<input type="checkbox"/> June 2021	\$
	<input type="checkbox"/> July 2021	\$
<i>Total amount received</i>	June—July 2021	\$
<i>Amount spent to date</i>	Month	Amount
	<input type="checkbox"/> June 2021	\$
	<input type="checkbox"/> July 2021	\$
<i>Total amount spent</i>	June—July 2021	\$
<i>Balance at the end of 3 months</i>	Total amount received – Total amount spent = \$	

Disbursement of Grant Funding

Fill in the table below with the names of all affiliated bodies under your supervision, and record how much money was disbursed to each one for each month. Also record the number of members for each affiliated body. The number of affiliated bodies and the total membership must correspond with the numbers quoted in questions 1 and 2 in Section I. Please add more rows as needed.

No.	Name of Affiliated Body	Number of Members in Each Affiliated Body	Amount Disbursed June 2021 (\$)	Amount Disbursed July 2021 (\$)
1.				
2.				
3.				
4.				
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Totals	_____ bodies	_____ members	\$ _____	\$ _____

Grand total disbursed to affiliated bodies over the 2-month period: \$ _____

Expenditure of Grant Funding

Please use the table below to report on how the grant funding was spent during the three-month period.

1. REVENUE	June	July
<i>Balance brought forward from the grant from the previous month</i>	\$0	\$
<i>Office of the Prime Minister Grant for current month</i>	\$	\$
Grand Total Revenue	\$	\$
2. EXPENDITURE	AMOUNT	
<i>Disbursements to Affiliated Bodies (if applicable)</i>	\$	\$
<i>Expenditure at your location</i>	\$	\$
Grand Total Expenses (Disbursements + Location Expenditure)	\$	\$
3. BALANCE	AMOUNT	
Grand Total Revenue – Grand Total Expenditure	\$	\$

V. REPORTING ON OUTPUTS & OUTCOMES

Outputs

Please state the direct results of the grant provision over the two (2) month period. Please add more rows as needed.

Total number of hampers distributed	Total number of other forms of food support distributed	Total amount spent from the grant funding (over 2 months)	Total amount remaining from grant funding (at the end of 2 months)
e.g. 59	e.g. 2	e.g. \$298,000	e.g. \$2000

Total number of citizens of T&T receiving support	Total number of permanent residents of T&T receiving support	Total number of families receiving support	Total number of men, as the head of households receiving support	Total number of women, as the head of households receiving support

Outcomes

Please state the outcomes of the grant provision in list form or as a narrative, e.g.,

- Fifty-six (56) families benefitted from food support.*

2. *Twelve (12) men and five (5) women received hampers.*
3. *Forty-three (43) children were able to ____ as a result of the food support.*
4. *There was a reduction in ____ in the community due to the food support.*

Enter outcomes here:

VI. CHALLENGES

Please describe any challenges faced in the receiving of grants and distribution of food support.

VII. SUBMISSION OF REPORT

Name of person preparing report (Block Letters)			
Position or Title			
Phone(s)		Email	
Signature		Date	

Stamp of Religious Body:

<i>Place stamp here</i>
