



PETER & ELIZABETH TOWER FOUNDATION

Budget Report Instructions

Interim Budget Report

Components

- | | |
|--|--|
| <input type="checkbox"/> Prior Year Budget Report (spreadsheet or pdf) | <input type="checkbox"/> Back-Up to Financial Report (pdf) |
| <input type="checkbox"/> Carryover Requests - as applicable (pdf) | <input type="checkbox"/> Revised Next Year Budget - as applicable (spreadsheet or pdf) |

Instructions

grants portal. (Ask your Program Officer if you have questions about your deadline.) If you choose to complete the narrative portion of the report via an in-person meeting or phone conference, we will schedule that meeting with you following receipt of your financial report. If you choose to provide a written report for the narrative, both should be submitted through the online portal by the deadline.

1. Prior Year Budget Report:

Budget reports must include columns that show: (a) your latest approved budget for the most recent year of the grant, (b) what was actually spent, (c) the difference/variance, and (d) a brief description of any variance more than 10% of an individual line item or \$1,000 - whichever is greater. The following tab in this spreadsheet provides a template that you may use.

2. Back-Up to Financial Report:

We don't need invoices or receipts for every dollar spent. General ledger entries are sufficient, uploaded to the online grants portal. If we need more information, we will ask.

3. Unspent Funds & Carryover Requests (as applicable):

If you have unspent funds from your grant and would like to request to carry these funds over to the coming year of the grant, please provide us with a brief rationale for new or modified line items that reflect reallocated dollar amounts or carryover funds. Please upload this narrative as a separate document in the online grants portal. Unspent funds that are not rolled over will be deducted from your next disbursement, but remain available to be budgeted in the future.

4. Revised Next Year Grant (as applicable):

You may request revisions to your upcoming grant year's budget based on programmatic lessons learned and carryover requests. Please upload a revised budget as an attachment in the online grants portal.

Final Budget Report

Components

- ☐ Prior Year Budget Report (spreadsheet or pdf) ☐ Back-Up to Financial Report (pdf)
- ☐ Unspent Funds Requests - as applicable (pdf)

Instructions

Your final financial report is due within 60 days of the conclusion of your grant via the online grants portal. (Ask your Program Officer if you have questions about your deadline.) If you choose to complete the narrative portion of the report via an in-person meeting or phone conference, we will schedule that meeting with you following receipt of your financial report. If you choose to provide a written report for the narrative, both should be submitted through the online portal on the deadline.

1. Final Year Budget Report:

Budget reports must include columns that show: (a) your latest approved budget for the final year of the grant, (b) what was actually spent, (c) the difference/variance, and (d) a brief description of any variance more than 10% of an individual line item or \$1,000 - whichever is greater. The following tab in this spreadsheet provides a template you may use.

2. Back-Up to Financial Report:

We don't need invoices or receipts for every dollar spent. General ledger entries are sufficient, uploaded to the online grants portal. If we need more information, we will ask.

3. Unspent Funds:*

If you have unspent funds from your grant and can identify an application of these funds that furthers your work, you may request a no-cost extension to your project period in order to spend down these funds. Please briefly describe in writing your plan for using remaining funds and how long you would like the grant period extended. Please upload this narrative as a separate document in the online grants portal. Depending on complexity, we may ask that you submit a budget for your spend down plan. Grantees need not return unspent funds to the Foundation totaling less than \$1,000.

**Unspent funds can also be returned to the Foundation. These dollars will be applied to other important initiatives, so there is no negative judgment attached to organizations that return funds. Please do not send a repayment until your final report review is complete and a final budget reconciliation has been completed with your Program Officer. Your Program Officer will assist with the process of returning funds.*

Organization Name

Project Name

8/1/2025

Interim Budget Reporting Form
The Peter and Elizabeth C. Tower Foundation

Time period for financial report: **Start Date:** **End Date:**

Approved Overhead Rate:
(From originally approved budget. Enter as a decimal e.g., 0.15 for 15%)

	Approved Budget			Actual			Variance (CALCULATED AUTOMATICALLY; DO NOT EDIT FORMULAS)		
	Tower	Grantee	Other	Tower	Grantee	Other	Tower	Grantee	Other
Personnel									
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
Personnel Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Program Expense									
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
Direct Program Expense Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal (Personnel + Direct Program Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Admin/Overhead	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Please note: If modifications are being requested to the upcoming grant year, please include a revised proposed budget along with this budget report.

Organization Name

Project Name

8/1/2025

Variance Description

Please use this space to briefly explain the reasons for any variance greater than \$1,000 or 10% of a given line item, whichever is greater. (If a cell in this column is shaded red, then a variance explanation is required.)

[illegible]