



**Support to Civic Organizations Grant Program
Time and Activity Tracking Sheet**

Purpose: Civic Organizations use this form to identify and track personnel and activities associated with completing grant objectives.

Instructions: Complete in ink or type. Use the following key for coding abbreviations to identify each activity.

- A. Administrative tasks such as but not limited to planning sessions, budget reviews, and required monitoring reports.
- C. Correspondence including email, telephone, fax, and written correspondence.
- P. Media/public awareness such as writing press release, attending news conferences or conducting a media campaign.
- T. Conducting training and /or a workshop.
- O. Other (must specify activity).

After entering the activity code, briefly describe the complete activity and result/impact and enter the amount of time spent. Forward the completed Time and Activity Tracking Sheet to the Department of Finance. Each grant project must have a completed time and attendance entry.

GRANT INFORMATION			
ORGANIZATION NAME		PROGRAM NAME	
TELEPHONE NUMBER		FAX NUMBER	
STREET ADDRESS (do not list P.O. box)	CITY	STATE	ZIP CODE
CONTACT PERSON'S NAME		TITLE	
MAILING ADDRESS (if different from above)	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	

TIME AND ACTIVITY INFORMATION					
EMPLOYEE'S NAME	ACTIVITY DATE (mm/dd/yyyy)	ACTIVITY (enter code)	ACTIVITY DESCRIPTION (attach additional sheets if needed)	RESULT/IMPACT	TIME SPENT (rounded to the nearest quarter)
TOTAL					
TOTAL FROM REVERSE					
TOTAL HOURS					

