

You are required to submit a report to the Foundation upon implementation and/or completion of the project that we are funding.

The report should include the following items:

1. Name of project funded by Northfield Bank Foundation
2. Name & Address of Organization
3. Phone Numbers and email address
4. Description of the project/program
5. Constituency that the project/program served
6. Primary purpose that the project/program fulfilled
7. Copies of any media publications describing the project
8. Detailed budget indicating how the Foundation's funding was spent and other sources of funds raised for the project (if applicable). Include copies of invoices.
9. Photo of project funded and photo of signage acknowledging Northfield Bank Foundation's support (This could be NBF logo on tickets, billboards, invitations, newspaper or website advertising)