

Nonprofit Grant Reporting Timesheet Form Sample

This **Nonprofit grant reporting timesheet form sample** provides an efficient way for organizations to accurately track and document hours worked on grant-funded projects. It enhances transparency and compliance by organizing time entries clearly for grant administrators. Utilizing this template helps streamline reporting processes and supports successful grant management.

Employee Information

Employee Name		Employee ID	
Grant Name/Number		Position/Role	
Reporting Period (MM/DD/YYYY):		Department/Project	

Time Entry Log

Date	Daily Activity Description	Hours Worked	Grant Funded? (Y/N)	Notes

Summary

Total Hours Worked		Total Grant-Funded Hours	
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Employee Signature: _____

Date: _____

Supervisor Approval: _____

Date: _____