



Neighborhoods Against Substance Abuse exists as a community partnership that strives to develop healthy lifestyles through Prevention, Education, Treatment, and Enforcement of substance abuse issues for youth and adults.

QUARTERLY REPORTING FORM

General Information

Quarterly Reporting Period:

January-March April-June July-September

Project Title:

Agency:

Project Director:

Address:

Telephone:

E-mail:

Quarterly Fiscal Report

Total NASA Grant Award:

Total Quarterly Expenses:

Total Year-To-Date Expenses:

BALANCE, END OF QUARTER:

Narrative Report

1. Describe how NASA funds were utilized this quarter?
2. Please list any successes and/or challenges you have seen with your program this quarter.

Signature – Project Director

Date

***All reports can be mailed or e-mailed to the NASA office. E-mailed documents must be scanned so a signed report will be on file.**

Instructions

1. Quarterly Fiscal & Service Report Forms are due by mail or e-mail by the following due dates:
1st Quarter Report due April 15, 2015 3rd Quarter Report due October 15, 2015
2nd Quarter Report due July 15, 2015 Year End Report due January 15, 2016
 2. Complete a separate report for each project if you have more than one (1) project in the same calendar year funded by NASA.
 3. Complete the general and fiscal information and write "No Activity" in the narrative portion if:
 - a) there has been no new activity since the last reporting period, **OR**
 - b) you received funding for a single event or project which has not yet occurred.
 4. Photocopies of the report form are acceptable.
 5. Electronic Copies are available by emailing the NASA office at nasa@myninestar.net.
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