

Completing a Report for a Recurring Stipend Grant

1

Download a copy of the Stipend Receipt Template

Stipend Receipt Template

2

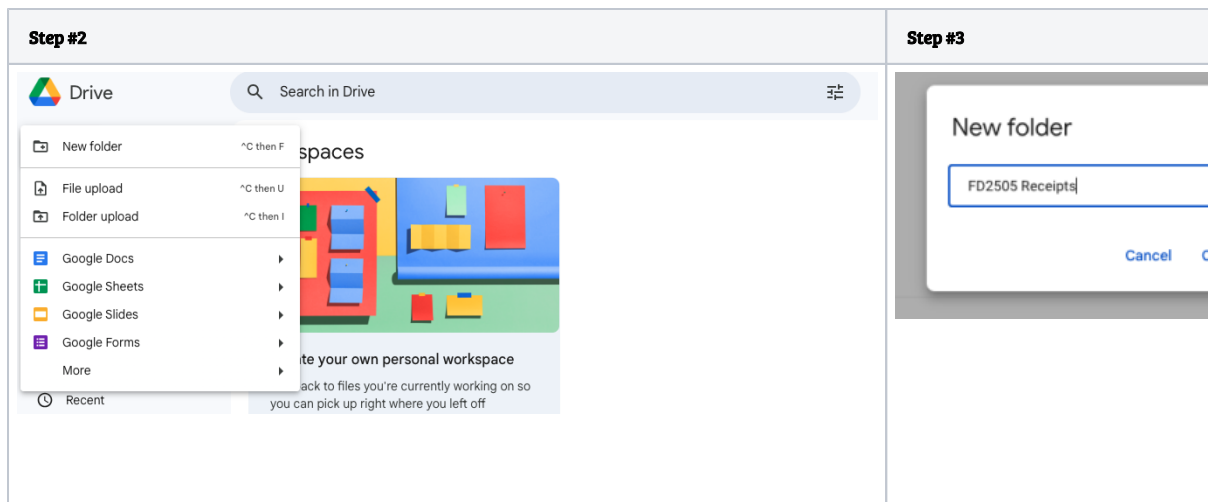
Complete the Stipend Receipt Template.

1. You may use a digital stylus to sign the document on your phone or tablet. Signature must be hand drawn, not typed.
2. Print a copy of the template and fill it out with an ink pen. Then take a photo or scan to your computer.

3

Create a Receipts folder in Google Drive.

1. Go to drive.google.com
2. Click + New and choose "Folder"
3. Include your project fund number in the folder name. (*example*: "FD2505 Receipts")
4. Share your folder with projectfundraising@reliant.org



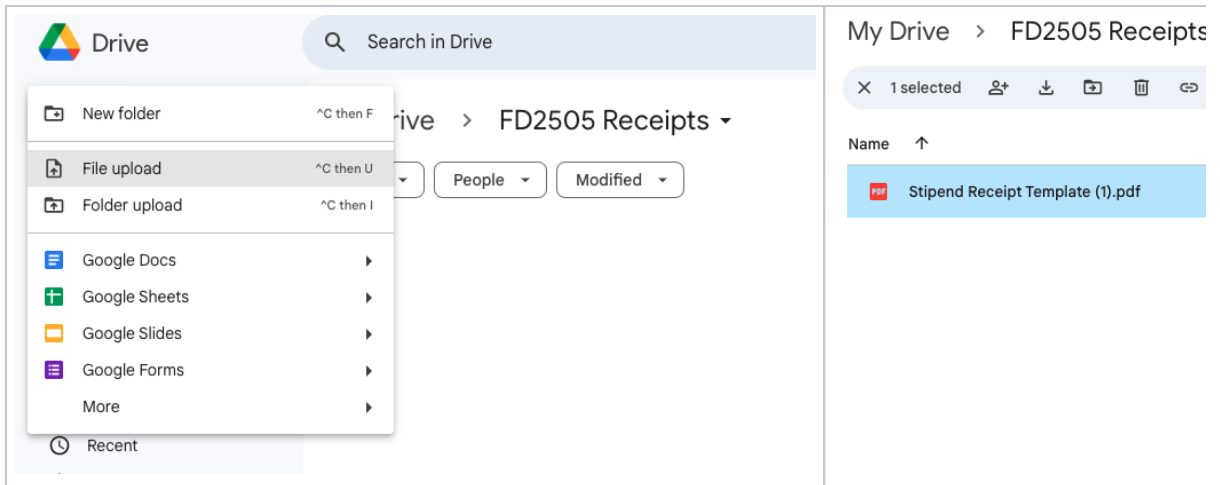
4

Upload your Completed Stipend Report to your Receipt folder.

1. With your Receipt folder open, Click + New and choose "File Upload". Select the completed Stipend Receipt from your computer files.
2. Rename your file "Last Name, First Name Stipend Receipt Month Year.pdf" (*example*: "Smith, John Stipend Receipt January 2025.pdf")

Step #1

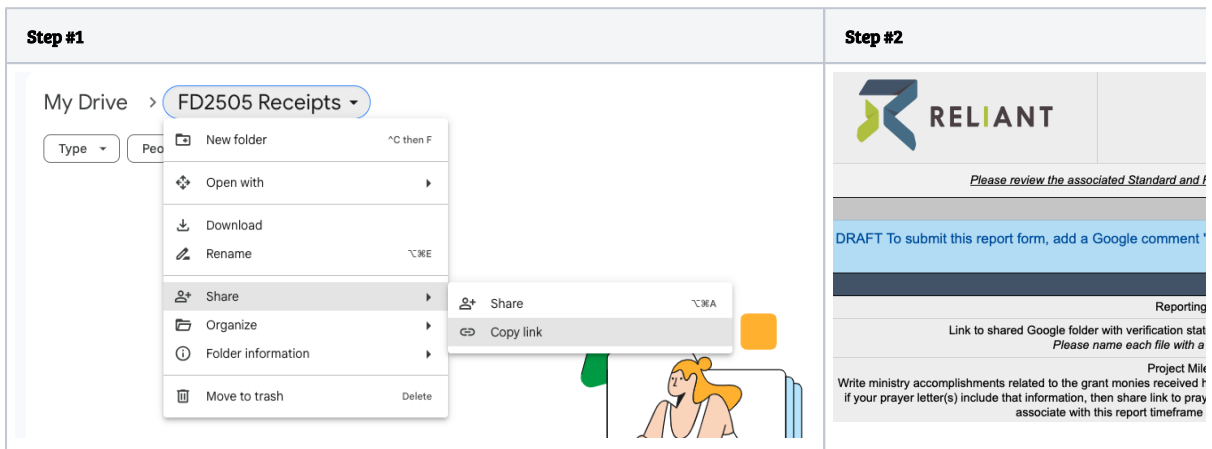
Step #2 (click the three vertical dots)



5

Copy the URL of the Receipts folder to the Stipend Grant Reporting tab.

1. Go to Sharing Options and choose "Copy Link"
2. Paste link into line 7 on your Stipend Grant Reporting tab.



6

Report Project Milestones

1. Enter information on Line 8 of your Grant Reporting Tab
2. Give 1-2 paragraphs of ministry highlights, accomplishments, or efforts from the reporting period.

7

Complete an Expense Line for each month a stipend was received

Stipend Reporting						
Month/Year of Verification Statement Received (current or past month only)	Receipt Number <i>Use the number given to the corresponding receipt "verification statement" file name in the Google folder linked to this page.</i>	Designated Grantee Name	Describe the Designated Grantee's specific individual ministry activities accomplished through monies received during this reporting period.	Currency of Expense	Expense Amount in Currency Incurred	
July 2024	January 2025	John Smith	evangelism, discipleship, and church planting	USD	1,000.00	
August 2024	January 2025	John Smith	evangelism, discipleship, and church planting	USD	1,000.00	
September	January 2025	John Smith	evangelism, discipleship, and church planting	USD	1,000.00	
October 2024	January 2025	John Smith	evangelism, discipleship, and church planting	USD	1,000.00	
November	January 2025	John Smith	evangelism, discipleship, and church planting	USD	1,000.00	
December	January 2025	John Smith	evangelism, discipleship, and church planting	USD	1,000.00	

