

*This document is referenced in the Grant Award Letter.
We request that reports be emailed and reference the staff persons name
and email address in the grant award letter also.*

Grant Reporting Guidelines

Your grant report enables the Foundation to learn about the activities, accomplishments and challenges that were generated by the grant as well as how Foundation funds were utilized. The report is due by the date indicated in your grant award letter. **Please note that submission of this report in a timely fashion is extremely important. No new requests will be considered until a satisfactory report on this grant has been received. If you are unable to meet the reporting deadline we request that you contact the Foundation in writing or by phone prior to the due date.**

Please follow the chronology and format listed below, limiting the narrative portion to no more than two pages. Budget information can be noted on a separate page. *Please do not submit your report with a request for future support.*

Include the following:

Organization name, address, telephone, fax (if not on agency letterhead)

Date report was prepared

Name and title of person(s) preparing the report

Is this an interim or final report? If an interim, what is the expected date of the next report?

Signature of Executive Director (*not required if submitting via e-mail*)

Please answer the following questions:

Goals and Objectives - What were the original goals and objectives of your proposal, including, if applicable, who and how many you expected to serve?

Activities - Describe the activities your organization has conducted to meet each objective, including who, what, where, when and how. Please include both numerical and qualitative data.

Evaluation - What were the most important results, benefits or outcomes and what differences has the program or project made for those participating? How did you collect this data? What contributed to or impeded the success of this grant? What would you have done differently?

Future Plans - What are your future plans for your project or program, if any? If continuation is planned, how will it be funded?

Budget - Provide a detailed list of all expenses incurred and all income received, if applicable, for the program or project. Please indicate which expenses were paid for by this grant. If the grant was made for operating expenses, please itemize how the funds were utilized.