

Grant Report Form

Your grant report is due twelve months after receipt of the contribution — or at the time of your next application, whichever comes first. The report should not exceed four (4) pages. Please attach this sheet to your report.

Name of Organization: _____

Address: _____

Name and Title of Contact Person: _____

Telephone: _____ Fax: _____ Email: _____

Date grant was received (month and year): _____

Period covered: _____ to _____

Program Name (if any) and purpose of grant: ' _____

Amount Awarded _____

Briefly report on the following with a paragraph on each topic:

PROGRAM

1. Program goals and objectives. What did you hope to accomplish?
2. What constituency did you serve?
3. How many people did you expect to serve or reach? How many did you serve?
4. Relevant events and activities
5. Did the program live up to your expectations?
6. How did you measure success?
7. What did you learn from the program? Include examples of successes and shortcomings and explain how these will affect future programs.

FINANCE

1. Original Program Budget: \$ _____ Amount Raised \$ _____
If amount raised was less than goal, explain how you revised the program.
2. Unspent balance of grant, if any: \$ _____. *If entire grant was not spent, explain plans and timeframe for spending the balance.*
3. Attach financial statements for the program, including all revenues and expenses. Please explain any material discrepancies from the approved budget.

I certify that this grant was used solely for the purposes designated.

Name: _____

Date: _____

Title: _____