

# Grant Report Form



Reports not only help the Foundation track progress of programs and projects and ensure proper programmatic oversight of grants, they also provide a way for us to share the impact of donor gifts with current and potential donors. They can also provide the grantee an opportunity to reflect on program activities and plans. Please use these guidelines to report on the outcomes of your grant funded program.

The report due date can be found in your grant award letter.

We encourage you to add any supplemental information or materials that may be helpful to our understanding of your program, as well as pictures. Please note that pictures may be used for promotional purposes. Email completed grant reports (and pictures or attachments) to [apancake@ewvcf.org](mailto:apancake@ewvcf.org)

Today's Date: \_\_\_\_\_ Project Dates: \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Awarded: \_\_\_\_\_ Amount Awarded: \$ \_\_\_\_\_ Number impacted/supported: \_\_\_\_\_

Please attach a one-page narrative, including the following:

- Brief description of original goals and objectives set forth in your grant proposal.
- Summary of the program's accomplishments, progress, and unexpected obstacles and/or outcome.
- A story related to this project that illustrates the effectiveness of the grant
- Project budget vs. actual expenditures. Did you spend the money as outlined in the grant proposal?  
Are there any grant funds remaining?
- Any important changes or information about your organization you want to share with the Community Foundation.

Submit by mail, email or fax to:  
HCCF\*PO Box 1058\*Moorefield, WV 26836  
[apancake@ewvcf.org](mailto:apancake@ewvcf.org)  
Fax: 1-888-507-8375  
Phone: 304-538-3431

*For an electronic fillable format of the form, please contact our office or download it from our website:  
<https://www.ewvcf.org/grants-scholarships-hampshire/>*