



## GRANT REPORTING FORM

Reports help the Foundation track the progress of programs and projects and ensure proper programmatic oversight of grants. Reports are also intended to provide the grantee an opportunity to reflect on program activities and plans. Please use these guidelines to report on the progress of your grant.

The report due date can be found in your grant award letter. The Foundation will not release grant payments for reimbursable grants or future grants until all report requirements are up-to-date. Please do not use this report to request future or additional support.

Feel free to add any supplemental information or materials that may be helpful to our understanding of your progress to this report. Email completed grant reports (and pictures or attachments) to [info@ewvcf.org](mailto:info@ewvcf.org).

**Today's Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_

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

**Project Name:** \_\_\_\_\_

**Date Awarded:** \_\_\_\_\_ **Amount Awarded:** \$ \_\_\_\_\_ **Number of people aided?** \_\_\_\_\_

**Amount requesting with report:** \$ \_\_\_\_\_ **Type of Report:** Interim \_\_\_\_\_ Final \_\_\_\_\_

**Grant Funding Category:** \_\_\_ Youth \_\_\_ Education \_\_\_ Housing \_\_\_ Healthcare \_\_\_ Cemetery

\_\_\_ Human Welfare \_\_\_ Donor-Advised \_\_\_ Two Rivers \_\_\_ Kings Daughters \_\_\_ Other

**Please attach a one-page narrative and one-page budget report, 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 outcomes.**
- **A story related to this project that illustrates the effectiveness of the grant (final report only).**
- **Project budget vs. actual report. Did you spend the money as outlined in the grant proposal? Are there any grant funds remaining?** (final report only, should resemble the budget that was included with your original proposal).
- **Any important changes or information about your organization you want to share with the Community Foundation.**

**Please contact us with any questions or concerns!**