



Grant Report Guidelines

Name of organization: _____

Address: _____

Contact Person: _____

Grant Amount: _____

Project Name: _____

Time frame covered by grant: _____

Type of support: (program, endowment, general operating, etc.)

Resources

- 1) Provide income and expense information related to this grant. If any of the grant has not been spent, please explain.

- 2) Has this grant helped to attract additional support - money, people, goods or services? Please describe.

Results

3) What difference did the project/grant make? Please explain.

4) Did this project meet, exceed, fall short or vary in any other way from your expectations? Explain.

5) What would you do differently? Explain.

Future

6) What is the future for this project over the next 3 years? If applicable, please include any plans for ongoing funding, expansion or termination.

Signature: _____

Title: _____

Date: _____