

## **Grant Report Guidelines**

Name of organization:

Address: Contact person: Email address: Telephone: Grant amount: Project name: Time frame covered by grant: Type of support: (program, general operating, endowment, etc.)

Resources (continue on separate page if needed)

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 (continue on separate page if needed)

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** (continue on separate page if needed)

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: