



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.

Your signature and title. _____

Date. _____