



**Midland Area**  
community foundation<sup>SM</sup>

**GRANT REPORT FORM**

**INSTRUCTIONS:**

- Type and single-space this report.
- Please answer all of the questions in the order listed.
- Please use headings provided.
- Please submit only one copy.
- Complete this cover page, and then submit with the remainder of the report as indicated.

**ORGANIZATION:**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

\_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person's Address (if not same as organization): \_\_\_\_\_

Project/Program Name: \_\_\_\_\_

Purpose of Grant (one sentence): \_\_\_\_\_

\_\_\_\_\_

Dates of Project: \_\_\_\_\_ Amount of Grant Awarded: \$\_\_\_\_\_

Have there been any changes to your organization's IRS 501(c)(3) not-for-profit status since your request for this grant?

\_\_\_\_ Yes \_\_\_\_ No If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

Dates covered by this report: from \_\_\_\_\_ to \_\_\_\_\_

Check one: This is an interim report \_\_\_\_ This is a final report \_\_\_\_

Signature of Executive Director or President: \_\_\_\_\_

I. NARRATIVE – Two to five pages.

A. *Results*

1. List the original goals and objectives of the grant, and tell how they were met during this reporting period. Describe current status on meeting any special terms of this grant (e.g. challenges, contingencies, etc.).
2. If possible, explain results in outcome-based terms. For example, what difference did this grant make in your community and for the population you are serving?
3. Variance from original project plans often occurs. In what ways did the actual project vary from your initial plans? Describe how and why.
4. Describe any unanticipated benefits or challenges encountered with this project.
5. Describe how collaborative/cooperative efforts with individuals and organizations involved in planning, implementing, funding and/or evaluating this project/grant affected outcomes.

B. *Lessons Learned*

1. What are the most important outcomes and “lessons learned” from this project?
2. What recommendations would you make to other project directors working in this area or to the Foundation?
3. If you were to undertake this project again, would you do anything differently? If yes, please explain.
4. Other lessons?

C. *Future Plans*

1. What is your vision of this project over the next three years? Include plans and rationale for ongoing funding, expansion, replication or termination.

D. *Public Relations*

1. Provide a “human interest story” that helps explain the success of the project.
2. Attach any printed material relating to the funded project: press or news items, brochures, letters of support, photographs, etc.

II. FINANCIALS

A. *Provide detailed expenses and income for the project for this period. Provide narrative on any variances from the original projected budget.*

B. *Include a detailed, complete accounting of how the specific grant dollars from this foundation were spent.*