



Grant Report Narrative

In two pages or less, please respond to the questions below as they relate to your grant. We are seeking comparisons between what you hoped would happen when you requested a grant and what actually happened. Please reference statements in your original proposal as you answer these questions. If you have evaluation materials or any printed materials, feel free to attach them.

1. Describe your progress toward meeting the goals and objectives you proposed when you requested your grant and how you accomplished them. If the results vary from the original goals and objectives, please explain and comment.
2. Whom did this grant directly serve and how? Please use numbers if applicable.
3. If you collaborated with other organizations, describe what collaborations took place and how effective you believe they were.
4. Did you learn anything about your constituents or this project/program that could be beneficial to you in the future?
5. Please provide income and expenditure information compared to the budget you submitted with your request. If there are major variances, please explain.



Grant Report Cover Sheet

Please complete and return this form along with the Grant Report Narrative **upon completion of your project, no later than next year's grant deadline.** No further grant requests from your organization will be considered until this report has been completed and returned.

Name of organization reporting:

Executive Director: _____

Phone and email: _____

Contact person/title/phone/email (if other than Executive Director):

Mailing Address: _____

City/State/Zip: _____

Fax Number: _____

Amount of Grant: _____

Purpose of Grant: _____

Have there been any changes to your organization's IRS 501(c)(3) nonprofit status since you were awarded this grant? If yes, please explain:

I hereby certify that the above and attached statements are true and accurate.

Signature of Executive Director or Authorized Board Officer

Date