



GRANT REPORTING FORM

Report Type (Interim or Final):

This form must be signed and returned with the Grant Report Narrative.

This form, or an interim report, is due at the earliest of the following dates:

- Due within 30 days of the event or project completion
- Due at the time of a new grant application.
- Due by January 31st of the year following the award.

Please note: No further grant requests from your organization will be considered until this report has been completed and returned.

Name of organization reporting: *(Should be the same as on IRS Form 990)*

Executive Director:

Phone:

E-mail:

Mailing Address:

City:

State:

Zip:

Project/Program Name:

Grant Award \$: _____ **Actual Grant Award Spent:** _____

Please provide income and expenditure information compared to the approved budget for your project or program. If there are any major variances (+/- 10%) from the approved budget, please explain. **Any remaining GCF grant funds should be returned with this form.**

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

GRANT REPORT NARRATIVE

(maximum of 4 pages, exclusive of attachments)

A. Results/Outcomes

1. Please describe the progress made toward the stated goals and objectives related to this specific grant. *(Please include those stated goals and objectives in your response.)*
2. What difference did this grant make in the Granville community and for the population you are serving? Please discuss evidence of the effect (e.g., numbers served, demographic information, client satisfaction survey results, community indicators, outcomes, etc.). *Note: If you have a summary of evaluation materials that document the outcomes and impacts of your work, feel free to attach in lieu of answering this question.*
3. Describe collaborations, if any, related to the work funded by this grant and how it impacted your efforts.
4. How was the Granville Community Foundation cited as a/the funder of the project/event? *(Please attach a copy of any news article(s) or other forms of publicity.)*

B. Other Comments

Please share with us any recommendations you have for our grant making or reporting process.