



Grant awarded to: \_\_\_\_\_

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

## GRANT REPORT

Date report completed: \_\_\_\_\_

### Section I.

#### **A. Organizational Information**

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail and/or Website (if appropriate) \_\_\_\_\_

Executive Director \_\_\_\_\_

Contact person (if other than Executive Director) \_\_\_\_\_

#### **B. Grant Report**

Amount of Grant \_\_\_\_\_ (Please attach budget detailing grant expenditures).

Date Grant Awarded \_\_\_\_\_

#### **IF APPLICABLE:**

Project Name \_\_\_\_\_  
(If appropriate)

Purpose of Grant \_\_\_\_\_

Stated Goals/Objectives/Outcomes \_\_\_\_\_

I CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT:

1. The tax-exempt status of this Organization is still in effect,
2. This Organization does not support or engage in any terrorist activity, and
3. The proceeds of this grant was not distributed to or used to benefit any organization or individual supporting or engaged in terrorism, or used for any other unlawful purpose.
4. No portion of this grant was used to engage in political lobbying and/or political campaign activities.

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Signature of Board President



## GRANT REPORT continued

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### **Section II.**

*Please respond reflectively to all of the following questions. Attempt to limit your total narrative to approximately one – two pages.*

1. Number of people directly served by this grant.
2. Has the grant expanded or made a difference in the quality of the services that you provide and/or in your organizational effectiveness? If so, in what way(s)? If not, what circumstances or obstacles impeded or limited your work?
3. What impact did the grant have on the population you serve? Your staff? The community?
4. Include copies of any publicity that your organization produced or received about the grant and the program/project, i.e. newsletter, newspaper clipping, etc.
5. The Community Foundation would appreciate a photo (preferably in electronic format) showing people impacted by the grant, the finished project, etc. If people are included, make sure their written permission has been obtained and is included for possible use in our displays, newsletter, annual report, etc.
6. Write a short narrative explanation of one paragraph or less to answer the question: How was this grant spent?

**Note:** Please note that if there are remaining funds from the grant, please provide a proposal to use the unspent funds.