

Report Format

Instructions

A grant report seeks information on what was accomplished, what was learned, and what should be done in the future. The information presented should refer back to the original proposal or, if applicable, a letter of agreement with the foundation. The grant report includes both a written statement (1-3 pages) and a budget report addressing the following:

A. Summary Heading

Organization Name:
Amount Requested:
Activity Start/End Dates:
Purpose of the Grant:

B. Results

- Summarize the anticipated results (outputs and/or outcomes stated in the original proposal) and the degree to which they were achieved during the reporting period.
- If applicable, provide demographic and geographic information regarding the community or population that benefited from or was served by the grant.
- Highlight specific activities that contributed to success.
- Identify any unanticipated implementation challenges and how they were addressed.
- Include collaborations or partnerships with other organizations.
- Describe how the grant affected organizational capacity and sustainability, if applicable.

C. Lessons Learned

- Describe any lessons learned related to implementation, scope of activities, target population, collaborative relationships, measuring impact, or other factors.
- Give specific advice to other nonprofits seeking to do similar work.
- Give recommendations to the foundation to maximize the impact of funding in this area or better support grantees.

D. Future Plans

- Address programmatic, evaluative, or organizational changes that will be made based upon the lessons learned.
- Propose plans, if any, for continuing the work started by this grant.

E. Budget Report

- Provide a short narrative explaining significant variances or unclear budget line items.
- Identify additional funding received to support grant activities.

- Provide a budget report in the format submitted with the original proposal, including original revenue and expense projections and actual revenue and expenses.

Optional

You may include press releases, recent newspaper/magazine articles, photographs, brochures, or other materials highlighting the grant-funded activities and accomplishments.