

COMMON GRANT REPORT FORMAT

This form must be signed and returned with the Grant Report Narrative. Please complete and return this report by _____ (date to be filled in by the funder). No further grant requests from your organization can be considered until this report has been completed and returned.

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

Dates covered by this grant: from _____ to _____

Executive Director: _____

Phone and email: _____

Contact person/title/phone/email: (If different from Executive Director) _____

Mailing Address: _____

City/State/Zip: _____

Fax Number: _____

Project/Program Name: _____

Amount of Grant: _____ **Grant I.D. No. (if applicable):** _____

Purpose of Grant: _____

Have there been any changes to your organization's IRS 501(c)(3) not-for-profit 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

Common Grant Report Format

Note to Grant Makers: If you are interested in grantees responding to a subset of the questions below, simply check those items of interest to your foundation.

Note to Grantees: For helpful information on the art of evaluation, visit www.innonet.org. The site contains a useful glossary if you need clarification on terms used below.

I. 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 your community or neighborhood and for the population you are serving? Please discuss evidence of effect (e.g. numbers served, demographic information, client satisfaction survey results, pre- and post-test results, community indicators, outcomes, etc.). *Note: If you have evaluation materials that document outcomes and impacts of your work, feel free to attach in lieu of answering this or other questions.*
- 3. Were there any unanticipated results, either positive or negative, that you have not already described in A2 above? If yes, please describe the implications.
- 4. Describe collaborations, if any, related to the work funded by this grant and how it impacted your efforts.

B. Lessons Learned

- 1. Describe what you learned based on the results/outcomes you reported in Section A above and what, if any, programmatic or organizational changes you will make based on your results/outcomes.
- 2. Did external or environmental factors (e.g. a flood, an economic downturn, a partner organization stopped providing services, etc.) affect the achievement of your program or organizational goals or the anticipated timeline? If yes, what did you do to address these issues?

C. Future Plans

- 1. If you will be continuing this program, what are the plans for sustaining or expanding the program, including a future-funding plan? (For a general operating grant, please answer in terms of the organization.) If discontinuing the program, what factors led to this decision?
- 2. What plans do you have to communicate your outcomes and lessons learned with others?
- 3. If you have identified areas where increased collaboration between organizations or sectors would lead to increased positive outcomes for your constituents, briefly describe your ideas.

D. Other Comments.

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

II. FINANCIALS

- 1. Please submit your organization's financial statements (Balance Sheet and Income & Expense Statement) for the year(s) in which the grant was used. Please explain any significant changes in your financial position.
- 2. If reporting on a *specific project/program*, please also provide income and expenditure information compared to the approved budget for that project or program. If there are any major variances, please explain.