

Michigan Gateway

community foundation SM

GRANT REPORT			
Date of Report: <input type="checkbox"/> Progress Report <input type="checkbox"/> Final Report			
Grant recipients are asked to provide a brief summary and evaluation of the outcomes of grant funds awarded. Reports are due six months after receiving a grant from the Community Foundation. Your feedback is valuable and allows us to measure the effectiveness of our grant making process. Please note that future grant applications may not be considered if the report is not received.			
I. Organization			
Organization/Agency Name			
Address City / State / Zip Code			
Have there been any changes to your organization's IRS 501(c)3 nonprofit status since your request for this grant?		<input type="checkbox"/> No <input type="checkbox"/> Yes (please explain)	
II. Project			
Project Name			
Two Sentence Description of Project			
Grant Award & Period	\$	from: <i>(month & year)</i>	to: <i>(month & year)</i>
III. Organization			
Project Contact & Title			
Phone Number			
E-mail Address			

IV. Project Goals

Did you meet the goals you set out to achieve?

No Yes

Please explain why or why not.

V. Project Implementation

Describe the organization's experience executing the project or program including the implementation strategy and any issues your organization faced when implementing this project. How did you resolve major issues? What modifications to the original project or program plan were made and why?

VI. Evaluations & Outcomes

What did the organization learn? How will the organization use this information? What were the unexpected results, positive and negative?

VII. Evaluations & Outcomes

From your perspective, have you noticed any community-wide changes/trends in terms of needs and interest? These changes or trends (positive or negative) do not necessarily have to be related to or because of your direct efforts.

VIII. Attachments

Please include the following with your report:

Project Budget Reporting – Please attach an itemized record of project expenditures for each activity related to the grant and/or compared to the budget submitted. If there are any discrepancies, please explain.
(Attach receipts if grant was awarded for equipment or other assets)

Other Materials – Include the following items, if available and not previously submitted to the Community Foundation:

Photos related to the funding/project.

Can the CFB can share with donors and/or use in marketing materials? No Yes

Success stories of those impacted by this specific project/funding that can be shared.

If applicable, please provide one or two recent publications, news articles, or other relevant materials about the organization or the funded project. Please be selective.

Please email completed report and attachments to mgcf@mgcf.org.

If you have any questions, please email or call 269.695.3521