

COMMON GRANT REPORT FORMAT

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 received: _____

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

Please describe the progress made toward the stated goals and objectives related to this specific grant.

Describe what you learned based on the results/outcomes you reported above and what, if any, programmatic or organizational changes you will make based on your results/outcomes.

What were the most significant accomplishments of your organization this year? What were the most difficult challenges faced this year?

What are the major needs of the clients your organization serves? Please discuss any emerging issues or unmet needs that you have noticed.

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?

You can attach additional pages if necessary.