



GRANT REPORT FORM

Grantee Name: _____ Date: _____

Address: _____

Purpose of Grant: _____

Grant Amount: _____ Grant Number: _____

Final Reports Due Date: June 30th annually unless otherwise specified

1. Describe in detail how grant funds received have been used in accordance with the Purpose stated in the grant request.
2. Explain the impact of these funds. Problem solved, need that was met, challenges encountered with the project/program and how they were met, etc. (Attach addition sheets when necessary.) **Be specific about populations served, results that can be documented, etc.** *We would appreciate photos, if possible. These might show people impacted by the program, 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, newsletters, annual report, etc.*
3. Explain any delay or deficiency in accomplishing your purpose.
4. Pease give us a detailed financial report of grant expenditures. Are any grant funds unspent? If yes, please inform us of the amount and how and when the funds will be expended. A final report will be needed when all grant funds have been expended.
5. List any changes in your organization that have occurred since you received the grant (leadership, mission, funding, new program directions, etc.)

Report Completed By

Date