



## GRANT REPORT FORM



Grantee Name: \_\_\_\_\_

Purpose of Grant: \_\_\_\_\_

Grant Amount: \_\_\_\_\_ Grant Number: \_\_\_\_\_

### **Final Reports Due Date: August 1<sup>st</sup> annually unless otherwise specified**

1. Describe in **detail** how grant funds received have been used in accordance with the application information. Be specific.
2. Explain how the funds awarded were used to solve problems, meet needs and impact women and/or children based on the stated measurable objectives from your application. List results for each that are documented, problem solved and needs that were met. (Your measurable objectives are restated below)
3. Explain any challenges or delays encountered in meeting your objectives / outcomes.
4. Pease give us a detailed financial report of the project awarded. Are any grant funds unspent? If yes, please contact the Davie Community Foundation for approval of alternate uses of grant funds. A final report will be needed when all grant funds have been expended if an extension is requested.
5. List any changes in your organization that have occurred since you received the grant (leadership, mission, funding, new program directions, etc.)
6. Did your project provide a “hand up” or a “hand out”? Explain.

*We would appreciate photos, if possible. These might show people impacted by the program, the finished project, supplies, 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. Include thank you notes from recipients of your grant.*

\_\_\_\_\_  
Report Completed By

\_\_\_\_\_  
Date

Return this report by August 1<sup>st</sup> to [dkoontz@daviefoundation.org](mailto:dkoontz@daviefoundation.org). If funding is not fully expended, you will also need to submit a final grant report (this same report) as soon as all monies are spent.