



## Community Grant Final Report Form Overview

April Cycle reports are due April 1 of the next year. October Cycle reports are due Oct. 1 of the next year.

Thank you for taking the time to fill out our foundation Final Report Form! We are working diligently to only ask for pertinent information to keep our records up to date, stay on top of our community impact, and make sure we continue to be a viable partner for all the good work you are doing. Bottom line – we want to help tell your story to the local community.

The report is organized into the following sections:

### **Organizational Info/Contact Info:**

The first 2 sections are self-explanatory. It may seem redundant to you – but to our records – this is critical information. Please take a few extra moments to make sure this information is correct as you enter it. This updates our monster database and software that manages our grants and donors.

### **Program and Project Information:**

Please include the name of the project or program title that was used on your grant application.

Prepare an answer to the following questions:

- Briefly share the outcomes/impact of your program/project including relevant statistics on how the community at large was impacted.
- How did your program/project empower or strengthen those it aimed to serve? (Please share the geographic location and age range of the audience served.)
- Describe any challenges encountered and explain how those were overcome.
- Share any extra funding or new partnerships that were built during this program.

All of these questions address key points used to measure the Foundation's effectiveness. All of this information lets us know if there are other players we need to contact or thank. Even sharing your struggles – this helps us know how to help you more and be a better partner going forward.

### **Revenue and Expenditures:**

Please share with us in the simple form online what grant dollars you received – how much you spent – and if there is any leftover dollars, please tell us what you plan to do with it.

### **Facebook Post:**

Sharing a 2-3 sentence re-cap of your program and a short “thank-you” will help the Foundation save time in telling your story to our communities. We want to help connect the community to your Facebook page – AND – be able to utilize a photo and your logo to do that. Our new Communication Director has made great strides in helping bring local attention to the good stuff you are doing. Please help us continue doing just that.

JPEG files are preferred – but we can try and work with anything you can share with us. If this form presents a problem to you – PLEASE- contact our office for help.