



Cover Sheet - Report on Use of Annual Grant Funds

Due April 1st

Required of Grants in Excess of \$10,000

Name of organization: _____

Program/Project Name (or Operations): _____

Amount awarded: _____ Spent: _____

Total project cost: _____ Date of completion: _____

Person completing report: _____ Date: _____

Title: _____

Phone: _____ Email: _____

Instructions:

- You may use as many pages as are necessary to complete your report, but 3-5 pages should be adequate for most projects. Questions should be answered in narrative form. **Please be concise but answer questions completely – in many cases, future funding may depend on the impact made by prior grants.**
- For projects completed prior to April 1 deadline, please submit this report upon completion of the project but no later than the deadline.
- *If the project is not complete*, please submit an interim report on it by the April 1 deadline (using this form) detailing the status of your project and indicating the anticipated completion date. A final report (also using this form) must be submitted on completion of the project **but no later than September 30th**.
- Please provide a separate document detailing the financial accounting for the grant funds. We do not need expense receipt copies.
- If you have questions regarding the reporting process, please contact Nicole Ross at 361-882-9745 or nross@cbcfoundation.org

Return to:

Coastal Bend Community Foundation via fax 361.882.2865 or email to nross@cbcfoundation.org. Questions may be answered in the body of an email.



Report on Annual Grant Results

1. List project objectives as outlined in your grant application:
2. What was accomplished as a result of this grant? Please address each objective.
 - a. Were there any differences between your original objectives and what actually took place? Please explain reasons for the change.
 - b. Were there any special, positive outcomes that were unforeseen?
 - c. Please describe any challenges that occurred. Were you successful in overcoming the challenges?
 - d. What changed in your organization as a result of the project?
3. Describe the community impact of the project.
 - a. How many people benefited from the project? What changed in their lives as a result of your project? How will they continue to benefit 6 months after the project's completion?
 - b. If the grant's purpose was to increase your productivity, please describe the improvements in your operations and/or community outreach.
 - c. Please share an example that illustrates this grant's impact on the people/community you serve.
4. If applicable, briefly describe the next phase of your project. Will it be continued, expanded or terminated? Is funding available if it is to be continued?
5. Looking at your project as a whole, what was the most successful aspect? The least successful? What were the most important lessons learned? What would you do differently next time?
6. Please comment on any new or unexpected support for the project.
7. Has this grant/project helped to attract new funding or volunteers to your organization? Please explain:
8. If CBCF funds were spent for any purpose other than that stated in your grant request, please explain:
9. Any additional information or documentation regarding your grant is appreciated, including photographs and/or copies of newspaper clippings. Please indicate if permission has been obtained from all parties to use the photos.
10. How can we make working with CBCF easier for you?