

THE COMMUNITY FOUNDATION
GRANT REPORT FORM

If the grant funds have not been spent and the grant purpose not completed, please provide the following information on a separate sheet. Please explain what has been done to date, what your future plans are for the project, and any changes that have been made to the original project. The information in Sections I and III must also be made part of your report.

If the grant funds have been spent and the grant purpose completed, please complete the Grant Report Form in its entirety. Feel free to transfer this form to a computer. Any funds that were not used for the purpose designated must be returned with this report.

SECTION I

Organization: _____

Address: _____ City: _____ Zip: _____

Contact Person: _____ Title: _____

Telephone: _____ Amount Of Grant: _____

SECTION 2

Project:

Have all the grant monies been spent Yes No Please attach project budget.

Objective of project:

Were the objectives as stated on the original grant application achieved? Yes No Please explain.

If there was a change in the project as described, please describe the change, when it occurred, and what influenced the change:

Describe the most important result of the project:

List and explain measurable results:

How did you evaluate this project? Describe unanticipated problems or benefits:

If project is ongoing, how is funding to occur?

What would you do differently?

What else would you like us to know?

SECTION 3

AUTHORIZED CONTACT PERSON MAKING THIS REPORT:

_____		_____
Name (<i>please print</i>)		Signature
_____		_____
Title	Date	Phone

Please Return to:
The Community Foundation of South Puget Sound
111 Market St NE, Suite 375
Olympia, WA 98501
(360) 705-3340

This form must be completed and returned prior to submitting any subsequent grants.