

evanston!communityfoundation

Grant Report

Recipient Organization: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Contact Person: _____

Title: _____

Signature: _____ Date: _____

Executive Director: _____

Signature: _____ Date: _____

Project Name: _____

Grant Amount: _____

Period Covered by Grant: _____

Report Due Date: **June 15, 2008**

Type of support:

Program/Project Capacity Building

Grant Report - Capacity Building Support Grants

Respond to the following questions for capacity building support grants (please limit narrative report to 3 pages)

1. **Objectives**
 - a. List the original proposal objectives, including demographics of populations served, as outlined in the grant request.
 - b. If objectives have changed from those originally proposed explain why. How did this impact the overall organization?

2. **Results**
 - a. Describe the progress toward meeting each of these objectives (include major activities, outcomes, the overall impact of the agency's activities). If applicable, address obstacles encountered and/or unanticipated outcomes.
 - b. How are you measuring effectiveness of the organization's activities (qualitatively or quantitatively)?

3. **Finances**
 - a. Attach agency budget as submitted in the original proposal as well as actuals to date (explain variances).
 - b. List other funding sources for this project, amounts raised and dates received.

4. **Challenges**

What do you consider to be the most important concern(s) – apart from finances – currently facing the organization?

Grant Report - Program/Project Support Grants

Respond to the following questions for program/project support grants (please limit narrative report to 3 pages)

- 1. Objectives**
 - a. List the original proposal objectives, including demographics of populations served, as outlined in the grant request.
 - b. If objectives have changed from those originally proposed explain way. How did this impact the program/project?

- 2. Results**
 - a. Describe the progress toward meeting each of these objectives (include major activities, outcomes, the overall impact of the program/project). If applicable, address obstacles encountered and/or unanticipated outcomes.
 - b. How are you measuring effectiveness of the program/project (qualitatively and quantitatively)?

- 3. Finances**
 - a. Attach agency and program budgets as submitted in the original proposal as well as actuals to date (explain variances).

- 4. Challenges**
 - a. Explain whether or not there are any plans for on-going funding, expansion, modification, or replication of the program/project.
 - b. What do you consider to be the most important concern(s) – apart from finances – currently facing the program/project?