

GRANT REPORT FORM

All Community Foundation of Dunn County grant recipients are required to submit a Final Report within one calendar year from their Grant Award Letter. If the grant funds will not be spent within one year from the date the grant was issued, an Interim Report is required and you must receive approval for an extension. An online form is available at www.cfdunncounty.org.

Please indicate what type of report you are submitting:

Interim Report

Final Report

Date of Report: _____

Organization Information

Name of organization

Legal name, if different

Address

Employer Identification Number (EIN)

City, State, Zip

Phone

Fax

Web site

Contact person

Phone

E-mail

Grant Information

Grant ID, if applicable: _____

Grant Amount Received: _____

Date grant issued: _____

Please provide a short, 2-3 sentence description of the grant you received and its intended purpose:

Please see the Report Narrative guidelines on the following page and attach your response to this cover sheet. Contact the Community Foundation of Dunn County if you have any questions at (715) 232-8019 or email grants@cfdunncounty.org.

Please use the following format for your final report narrative. Please limit your report to 2 pages, but please be sure to respond to all of the required items and supply all supporting documentation as required.

Report Narrative

1. Please briefly outline your original goals and objectives, as stated in your grant proposal.
2. What progress have you made toward your original goals and objectives? What activities led to meeting these goals and objectives?
3. If applicable, describe the population served or community reached during the grant period. Use numbers and demographics such as race/ethnicity, gender or geographic location.
4. Were there any unanticipated results, either positive or negative? What did you learn because of this grant?
5. Will you make any changes based on these results?
6. If this grant was used to establish a new program or project, what are your future plans for sustaining this program or project?
7. Are there any other important outcomes as a result of this grant?
8. Do you have any plans to share your results or findings? How?
9. Please share a story, quotes, and/or pictures to illustrate what you see as the most significant change in people's lives because of this program.
10. Please also include copies of press releases, publicity or other similar information as part of your final report.

Financials

1. Please attach an income and expense statement for this grant project, which includes your original budget.
2. If this is an interim report, please attach a statement including income and expenses for grant period *to date*. If this is a final report, please attach a statement including *actual* income and expenses.
3. Please feel free to include a narrative for any of your expenses and income, if necessary.
4. If you received other grants or other financial support for this project or program, please include a list of additional funders, including amounts received for this project or program.

Please submit the completed Grant Report Form and any attachments to grants@cfdundncounty.org or mail to the Community Foundation of Dunn County, PO Box 498, Menomonie, WI 54751.