

Community Grant Final Report Form

CENTRAL NEW YORK COMMUNITY FOUNDATION

431 East Fayette Street · Suite 100 · Syracuse, NY 13202 · 315.422.9538 · www.cnycf.org

As stated in the Community Grant Guidelines, your report information is critical to the Community Foundation. Your results are used to help us understand the overall impact of our grantmaking so we can more effectively serve the community in the future.

In this report, you are asked to **compare** the original outcomes and data collection methods that were listed in the application to actual outcomes and data collection methods that took place throughout the grant period. **Please make sure all text is visible in each field.**

ORGANIZATIONAL INFORMATION

organization name _____
address _____

telephone _____ *fax* _____
email _____ *web* _____
contact person _____
position _____

PROJECT INFORMATION

project description _____
grant amount _____ *project time frame* _____
report due date _____ *report time frame* _____

SIGNATURE

name of Authorized Signer _____ *title* _____

signature of Authorized Signer _____ *date* _____

As per the terms of the grant contract, please remember to retain all supporting documentation related to expenses for the project as you may be asked to provide these for up to three years after the grant award.

**Report Forms should be e-mailed to: grants@cnycf.org or mailed to:
Central New York Community Foundation, 431 E. Fayette Street, Syracuse, New York 13202**

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1. Evaluation Grid

Please reproduce the initial evaluation grid submitted with the application and add new information regarding actual numbers realized. **Make sure that all text is visible within each field.**

Project Description:			
Action Steps: 1. 2. 3.			
Outputs	Targeted Numbers	Actual Numbers	Data Collection Method
1.			
2.			
3.			
4.			
Outcomes	Targeted Numbers	Actual Outcomes	Data Collection Method
1.			
2.			
3.			
Amount of dollars Raised so far for the project:			

2. Narrative

- a. Please share any qualitative or anecdotal outcomes that were achieved through this project.

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- b. Was there a gap between the intended and actual results? If so, what do you believe were the reasons?

- c. Were there unanticipated outcomes? If so please describe them.

- d. What did you learn and what would you change if you had to do the project over? Were there any surprises?

- e. Please assess the overall strength of your organization. How has it changed during the course of this grant?

- f. How much additional funding was raised for your project and/or organization as a result of this Community Foundation grant?

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3. Financial Summary

- a. Provide income and expense information related to the grant by attaching the **original** budget form provided in the application but updated with a column for actual expenses for each of the line items. The easiest way to do this is to return to your original application and complete the total actual expenses column that is shaded. Then print out that page and send it to us along with the completed report.
- b. Please explain any significant variances from the original budget

- c. If any grant dollars have not been spent, please explain.

4. Feedback to the Community Foundation

What would you want us to know about your grantmaking experience? Do you have suggestions for improvements?

5. Optional Attachments

As you might expect, the Community Foundation enjoys hearing about the projects that are funded. The following are some attachments you could include with the report:

- a. A brief story that exemplifies what happened in the project. This may be used on our website or in our press material with your approval.
- b. Most recent publications, news articles or other relevant materials about your organization or the funded project. Please be selective.