

Community Grant Progress 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 So Far	Targeted Numbers	Actual Numbers So Far	Data Collection Method
1.			
2.			
3.			
4.			
Outcomes So Far	Targeted Numbers	Actual Outcomes So Far	Data Collection Method
1.			
2.			
3.			
Amount of dollars Raised so far for the project:			

2. Narrative

- a. Has your project plan, timeline or budget changed significantly at this time?

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- b. Is there a gap between the intended and actual results at this point of the project? If so, what do you believe are the reasons? What adjustments are you making, if any?

- c. What have you learned so far? Any surprises?

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. Do you anticipate any variances from the original budget? If so, please explain. As a reminder, any variances require approval before Foundation funds can be spent. Proposed variances should remain in the spirit of the approved grant.

- c. Have you been able to use our funding to attract or leverage other funding for this project so far? If so, how?