

# GRANT REPORT FORM A



CENTRAL NEW YORK  
COMMUNITY  
FOUNDATION, INC.

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## ORGANIZATIONAL INFORMATION

*organization name* \_\_\_\_\_  
*address* \_\_\_\_\_  
\_\_\_\_\_  
*telephone* \_\_\_\_\_ *fax* \_\_\_\_\_  
*email* \_\_\_\_\_ *web* \_\_\_\_\_  
*contact person* \_\_\_\_\_  
*position* \_\_\_\_\_

## PROJECT INFORMATION

*project name* \_\_\_\_\_  
*grant amount* \_\_\_\_\_ *project time frame* \_\_\_\_\_  
*report due date* \_\_\_\_\_ *report time frame* \_\_\_\_\_

Midterm

Final

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Please answer the questions clearly and concisely.

### I. NARRATIVE — 1 TO 2 PAGES PREFERRED

- Give a brief description of the project, including its objectives.
- To what extent have you reached the objectives and goals set for the project during the grant period?
- Were there any setbacks relative to these objectives? Any unexpected outcomes?

### II. FINANCIAL

- Provide income and expense information related to the grant.
- Has this grant award enabled your organization to leverage other funding? If so, how much and from what sources?
- Please explain any significant variances from the original budget.
- If any grant dollars have not been spent, please explain.

### III. ATTACHMENTS

- The most recent annual report, if released after grant notification.
- Most recent publications, news articles or other relevant materials about your organization or the funded project. Please be selective.

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*authorized signature / title*

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*date*

**Please send all materials to:** Central New York Community Foundation, Inc.  
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