

GRANT REPORT FORM B



CENTRAL NEW YORK
COMMUNITY
FOUNDATION, INC.

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

Please answer the questions clearly and concisely.

I. NARRATIVE — 2 TO 3 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 changes in objectives/outcomes, and if so, what were they? What specific activities were used to reach your objectives?
- What difference did this project/grant make? How did you measure the project's impact on participants and/or the broader community? Please cite specific indicators of change and the time period over which you measured them.
- How has this project increased your ability to reach a more diverse constituency?
- What did you learn from this project? How do you plan to apply these learnings to future activities?

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.

authorized signature / title

date

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