**The Clowes Fund Grant Report Form**

1. Adapt this template and provide the required information for Sections I and II as a Word document. Answer each question in Section II fully, and limit narrative to no more than four pages using at least 11-point font.
2. Refer to the application and proposal that you submitted to ensure that you report on the quantified Measurable Results that were proposed; refer to the Grant Agreement to ensure that you comply with grant terms and deadlines. A new proposal will not be considered until reporting requirements for prior grants have been fulfilled.
3. Indicate type of report with an “X” below:

\_\_\_ **Interim Report** – due for multi-year grant to trigger annual payment; include progress to date toward proposed goals; state revised goals for upcoming year.

\_\_\_ **Final Report** – due within 30 days of project completion, generally one year following grant award; for a multi-year grant, report annual and/or cumulative results as appropriate (in keeping with the context in which goals were proposed).

\_\_\_ **Status Report** – due with a new proposal unless a final report has been submitted, or an interim report has been submitted within eight (8) months prior to the proposal deadline; a Status Report must include progress to date by completing at least Section I, Section II, questions 1 and 5, and Section III, question 7.

1. If your report triggers a grant payment, and if your organization’s electronic funds transfer (EFT) information has changed since your last grant payment, please email *erin.trisler@clowesfund.org*to request new EFT forms.
2. Submit narrative report, budget and any additional attachments via email to*reports@clowesfund.org*.

**SECTION I**

Legal name of organization:

Complete mailing address:

Phone:

Contact name:

Contact title:

Contact e-mail:

Amount awarded: $

Grant period (or reporting period if multi-year grant):

**SECTION II – Please limit Section II narrative response to four (4) pages.**1. Refer specifically to the quantifiable Measurable Results proposed in your application (at least three are required).

a. State proposed and actual results for each, and explain any variance; e.g., “We proposed to serve 100 unduplicated individuals, and we served 75, which is less than what was proposed because…”

b. Describe what is different upon completion of the grant. Include number of unduplicated individuals served during grant term or reporting period, quantify benefits, accomplishments, etc.

2. Describe any unexpected benefits or problems that occurred during the term of the grant, and discuss significant lessons learned. How will information learned from the project be utilized in-house or disseminated to other organizations?

3. Describe any additional funding gained, or partnerships or collaborations formed since the initiation of the project.

4. Describe how your board of directors has been involved with this program or project, and any key personnel transitions that occurred during the term of the grant and the effect on your organization and this program or project. What challenges with inclusion does your organization face, and what, if any, lessons learned can you share?

5. What are the concrete strategies or specific plans for continuing and funding the work started or affected by this grant?

6. Provide feedback about The Clowes Fund’s application and evaluation processes. Help us improve our effectiveness; please be candid! For example, did you receive a fair return on your investment of time; were the Fund’s communications clear? Was GOapply easy to use; how does it compare to other online application platforms that you have used?

**SECTION III**

7. Attach a copy of the final budget for the program or project; if formatted as an Excel spreadsheet, please convert to PDF. Indicate expenditure of the Fund grant and explain any significant variance between proposed and actual expenses. If this is an interim report, include budget information for the Fund’s most recent payment.

8. If applicable, attach any media coverage, press releases or other materials published about the funded program or project. We especially appreciate receiving digital photographs\* electronically that we can share with the Fund’s directors and members.
*\*Per the grant agreement, all “Materials” submitted by the Grantee may be used by The Clowes Fund for any purpose, including publication.*