



Capital/Equipment Project Report Form for Community Foundation Grant

Also available on www.cfneia.org under Forms & Applications

REPORTING ON USE OF GRANT: Your organization should provide a report within 6 months of receipt of a grant. If grant funds have not been spent in that time, an extension on the reporting period will be considered upon request. **Please email Program DirectorCarolynn Sween to request an extension if necessary.**

The Grant Report is a record of what you have achieved and how the Foundation's investment has made a difference in the community. It will help shape future grant making by the Foundation.

Completion of this Grant Report Form is **required** for:

- *All discretionary grants (those your organization applied for)
- *Any other grants that are over \$5,000 and/or designated for a specific purpose

Completion of this grant report form is **not** required for:

- *Grants under \$5,000, and for "General Charitable Support"
- *Grants for General Charitable Support which are over \$5,000 may simply submit the organization's most recent Annual Report
- *Grants for Services/Programs should use the Foundation's General Report Form, found at www.cfneia.org under Forms & Applications.

Important: Please indicate name of Organization, Grant Amount, Date of Grant, Project Funded, Person Completing Report, and Grant Number.

Also Note: If you have submitted this report form *for this project* to another local funder or foundation, please feel free to submit the same report now, with a cover letter or additional page detailing any relevant information for *this* grant (expenditure detail, etc.)

Story

We love to hear stories about the projects that are funded, especially how a project touches the lives of people in our region. Please share a story that exemplifies what happened in the project. (This may be used on our website or in our press materials; please ensure confidentiality standards are met.)

Results

1. Activities:
 - a. Briefly describe activities that were implemented as a result of the grant.
 - b. How many volunteers were involved in the effort? (if any)
 - c. Who were other collaborative partners involved? (if any)

Learning and Planning

2. Do you plan to continue this project? How will the project be financially sustained in the future?
3. What is the most important lesson learned from this project?

Inputs/Project Budget:

4. Project Budget:
 - a. Please include a list of expenses related to the project. Identify which expenses were covered by grant funds.

(See next page)



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- b. Please include a list of revenue used to support the project including donations received from other groups, individuals and organizations. Also list any in-kind gifts and services.
5. Is there a balance of grant funds left at the time of this report? If so, you should make a request for a continuation of time to expend funds. Please indicate how you plan to expend the balance, and the timeline for expenditure.

Acknowledgement and Signature

I certify the accuracy of the attached report for expenditures and usage of grant funds for the above-mentioned project and that the resulting balance is accurate.

Signature of Chair/CEO of Organization

Print Name and Title

Date

How long did it take you/your staff to complete this form? _____ hours (estimate)

* Please see www.metrofund.org for a helpful Glossary of Terms.

Please return this form, with responses to the questions above, and any relevant photos or a copy of any news coverage of the funded project for potential use in Community Foundation materials to: CFNEIA, PO Box 1176, Waterloo, IA 50704