

# “2 Year Grants, Magnified Results”

# Fall Grant Cycle, 2013

# Interim/Final Report Guidelines

* **Interim Report (due September 18, 2014)**
* **Final Report (due Dec. 31, 2015)**

*The Community Foundation of Tompkins County is pleased to have made a grant to your organization and looks forward to receiving a summary of your project’s progress. This information is valuable in helping the Foundation learn about the grant’s effectiveness and is used in guiding future community investments.*

Name of Organization:

Address:

Executive Director:

Project/Program Name:

Grant Amount:

Contact Person for Grant:

Contact Person Title:

Contact Email:

Contact Phone:

# Report of Grant Activities

1. Provide a two sentence summary of how grant funds were used:
2. **Objectives/Outcomes** (Use as much space as needed to answer the following questions).
3. What was your goal for this project/program (from your initial application)?
4. Did you achieve the objectives listed in the original appplication? Please explain.
5. How did you measure your success in relation to your objectives?
6. What were your project/program outcomes? Did these differ from your original proposal? Please explain.
7. Based on the project/program outcomes, do you feel that the project/program was successful? Please explain.
8. What have you learned (e.g. about effective program strategies, realistic outcomes, on-going value of the project, benefits vs. challenges)?
9. If you were to repeat this project, what would you do differently?
10. Use the attached Financial Report form to compare your original budget with actual figures. Please explain any variations from your original budget:
11. If this is your final report, was the entire grant amount used?

Yes\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_

If no, please return the unused funds to the Community Foundation of Tompkins County within 60 days of this final report. Expected date of the return of unused funds:\_\_\_\_\_\_\_\_\_\_

1. Is this an ongoing program or activity? Yes \_\_\_\_\_ No\_\_\_\_\_

If yes, how will funding be secured for continuation?

1. How was the Community Foundation of Tompkins County publicized?

*(Please attach copies of press releases, printed materials, posters, printed programs, etc. or give information about television or radio interviews)*

1. Media Tools: Please email 1-4 digital photographs of the project to: [info@cftompkins.org](mailto:jcotraccia@cftompkins.org) If unavailable, please explain:

**Financial Report**

**Provide the following information regarding the program or project for which you received funds.**

#### SUPPORT/REVENUE BUDGETED ACTUAL

(from original application)

|  |  |  |
| --- | --- | --- |
|  | **Total Anticipated Support/Revenue** | **Actual Support/Revenue** |
| 1. Requested grant |  |  |
| 2. Fundraising events |  |  |
| 3. Gifts/bequests |  |  |
| 4. Miscellaneous contributions |  |  |
| 5. Foundation/corporate grant support |  |  |
| 6. United Way |  |  |
| 7. Grants/contracts: govt. agencies |  |  |
| 8. Program service fees |  |  |
| 9. Membership dues |  |  |
| 10. Investment income/transactions |  |  |
| 11. Sales: services, products, crafts |  |  |
| 12. Miscellaneous revenue |  |  |
| **13. Subtotal Direct Support/Revenue** |  |  |
| 14. General & Management Income (prorated) |  |  |
| 15. Total Support/Revenue |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Total Anticipated Expenses** | **Total Actual Expenses** |
| 16. Salaries of provider staff |  |  |
| 17. Fringe benefits |  |  |
| 18. Professional fees (contract, consultant) |  |  |
| 19. Supplies (consumable) |  |  |
| 20. Printing and postage |  |  |
| 21. Occupancy |  |  |
| 22. Phone and fax |  |  |
| 23. Travel and meetings |  |  |
| 24. Training |  |  |
| 25. Evaluation |  |  |
| 26. Equipment purchases |  |  |
| 27. Miscellaneous expenses |  |  |
| **28. Subtotal Direct Expenses** |  |  |
| 29. General & Management Expenses (prorated) |  |  |
| 30. Total Expenses |  |  |

EXPENSES BUDGETED ACTUAL

|  |  |  |
| --- | --- | --- |
| **31. Surplus (Deficit)** |  |  |

Note: Failure to submit these reports by their due dates may affect your organization’s eligibility to receive future grants.