

Grant Report Guidelines Wyomissing Foundation

We hope that your grant was successful and that reporting on your grant is a useful exercise in evaluating your project. We appreciate the time that you invest in this report, because it also helps us to strengthen our grant-making activities. Please refer to your grant award letter for report due dates. If you are applying for renewed funding prior to a report deadline, we encourage you to provide an interim report with your application.

Please report on the following:

1. *Project overview*

Please describe how the funded project/program fits into the organization's mission and goals, and describe the program's goals and objectives. What did you hope to accomplish?

2. *Project success*

We are interested in learning about the impact that the project has had. Please discuss whether the program lived up to your expectations, and how you measure the success of the project. Please discuss the results of the project in quantitative and/or qualitative terms: what is different because of the implementation of the project?

3. *Project discussion*

We are interested in learning about how the project has been implemented and what impact it has had on your organization. Please discuss whether there were surprises or challenges in the implementation of the project and describe what you learned from the project. How will future programs reflect these lessons? How has the grant impacted the organization?

4. *Organization discussion*

Please reflect on your organization at this point in time: What, if any, changes have occurred at the organization since the beginning of the grant term? What external forces do you see impacting the organization in the next year? What are the challenges and opportunities for the work of the organization in the next year?

Please submit an actual project budget for revenue and expenses, detailing sources of income.

Unspent balance of grant, if any: \$ _____.

If entire grant was not spent, explain plans and time frame for spending the balance.

I certify that this grant was used solely for the purpose designated.

Name & Title _____ Date: _____

Organization Name: _____