

**Grant Report Guidelines
Wyomissing Foundation
Financial Stability Grants**

We hope that you find 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 funding received helped the organization achieve its goals. What did you hope to accomplish with these funds?

2. *Impact*

We are interested in learning about the impact that our funding has had on your organization. Please discuss the results of the funding in quantitative and/or qualitative terms: what is different because of these funds?

3. *Use*

Please describe how this funding was used and whether there were any challenges encountered in implementation of your plan as described in your grant proposal. Were there any lessons learned and, if so, how will these lessons be incorporated in your future planning?

4. *Organization Sustainability*

Please describe the progress your organization has made regarding the replacement of these funds on an on-going basis. What changes have you made to ensure that you either won't need the funds in the future or that you can raise them? What are you doing to ensure the sustainability of your organization?

5. *Organizational Discussion*

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

Please submit an actual organizational budget including revenue and expenses, detailing sources of income and reflecting the Wyomissing Foundation funding.

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: _____