

Community Foundation Alliance of Calhoun County

Project Report Narrative

New grantees will be required to submit semi-annual reports. Previous grantees will be required to submit a final report. Reports should be submitted 6 months after your project begins and 30 days upon completion of your project. **PLEASE include the grant period and grant number on each report.**

PROGRAM INFORMATION

1. List project accomplishments to date.
2. List any changes in project plans that have occurred since the grant was awarded.
3. How has your project made a difference?
4. Define the geographical area served. How many **unduplicated youth** were served? What specific target populations were reached?
5. If your grant was approved subject to specific conditions, how were those conditions met?
6. How have you evaluated your success? Did the project meet its original goals and objectives? If not, please shed some light on the problems encountered.
7. Is the project ongoing? If yes, what funding plans are being made to continue the project?
8. Did this grant leverage additional funds for the project? If so, please name sources.

FINANCIAL INFORMATION

Please submit a budget summary narrative for your project that includes:

1. Funds raised for the project to date by source
2. A comparison of *itemized* budgeted vs. actual expenditures for the entire project period
3. An explanation of any major deviation from the budget

RELATED PUBLICITY MATERIALS

1. Please enclose copies of pertinent news clippings, newsletter articles, etc., including any project-related materials that you used for publicity.
2. Please submit at least five photographs and an article summarizing your project, to be used in our annual report, related to the funded project or your organization which may be used in future publications. Also include a signed release authorizing such use of the photograph(s) (see attachment).