



## FOUNDATION GRANT REPORTS

AMVETS DEPARTMENT OF ALABAMA SERVICE FOUNDATION, INC.

203 Martin Luther King Drive  
Opp, Alabama 36467

11/21/2016

## Report Format

### Instructions

A grant report seeks information on what was accomplished, what was learned, and what should be done in the future. The information presented should refer back to the original proposal or application with the grantor. The grant report includes both a written statement (1-3 pages) and a budget report addressing the following:

#### A. Summary Heading

- Organization Name: \_\_\_\_\_
- Amount Requested: \_\_\_\_\_
- Activity Start/End Dates: \_\_\_\_\_
- Purpose of the Grant: \_\_\_\_\_

#### B. Results

- Summarize the anticipated results (outputs and/or outcomes stated in the original proposal) and the degree to which they were achieved during the reporting period.
- If applicable, provide demographic and geographic information regarding the community or population that benefited from or was served by the grant.
- Highlight specific activities that contributed to success.
- Identify any unanticipated implementation challenges and how they were addressed.
- Include collaborations or partnerships with other organizations.
- Describe how the grant affected organizational capacity and sustainability, if applicable.

#### C. Lessons Learned

- Describe any lessons learned related to implementation, scope of activities, target population, collaborative relationships, measuring impact, or other factors.
- Give specific advice to other nonprofits seeking to do similar work.
- Give recommendations to the grantor to maximize the impact of funding in this area or better support grantees.

#### D. Future Plans

- Address programmatic, evaluative, or organizational changes that will be made based upon the lessons learned.
- Propose plans, if any, for continuing the work started by this grant.

#### E. Budget Report

- Provide a short narrative explaining significant variances or unclear budget line items.
- Identify additional funding received to support grant activities.
- Provide a budget report in the format submitted with the original proposal, including original revenue and expense projections and actual revenue and expenses.

## **Optional**

You may include press releases, recent newspaper/magazine articles, photographs, brochures, or other materials highlighting the grant-funded activities and accomplishments.

Foundation Grant Reports

---

Organization: \_\_\_\_\_ Program \_\_\_\_\_

Grant/Budget Report Type: (Quarterly / Final) Period: \_\_\_\_\_

Amount of Grant Received: \$ \_\_\_\_\_

**Sources of Support**

Revenue Categories	Projected Funds	Actual Funds
Grants/Contract/Contributions		
Federal Government		
State Government		
Local Government		
Foundations (itemize on separate lines)		
Corporations (itemize on separate lines)		
Individuals		
Other (specify)		
Earned Income		
Tuition/Fees		
Events		
Publications/Products		
Other (specify)		
Membership Income		
In-Kind Support		
Other (specify)		
<b>TOTAL</b>		

**Costs**

Expense Categories	Projected Expenses	Actual Expenses
Personnel		
Fringe/Benefits		
Consultants and Professional Fees		
Travel		
Professional Development		
Equipment		
Supplies		
Rent		
Utilities		
Postage		
Printing and copying		
Telephone		
Other (specify)		
<b>TOTAL</b>		