



Community Foundation of Middlesex County

49 Main Street, Middletown, CT 06457

Grant Narrative Report

[Please print; an electronic version is available by contacting Thayer Talbott at

Thayer@MiddlesexCountyCF.org or 860.347.0025]

*Please Complete and Return to the Community Foundation
when the grant monies are expended.*

Organization Name _____

Grant Amount _____ Grant Year _____

Purpose of the grant _____

Grant report prepared by:

Name: *(please print):* _____

Date: _____ Telephone: _____ E-mail: _____

OVERVIEW

PROJECT INFORMATION (Please complete this form and return it to the Community Foundation. You may obtain an electronic version on our website, www.MiddlesexCountyCF.org, in the Nonprofit Section on the Forms & PR Guidelines page or you may e-mail Thayer at Thayer@MiddlesexCountyCF.org. Indicate N/A for questions not applicable.) *Answers may be more extensive than the space allotted after each question; please respond in full with detailed information.*

1. Was this program/project a pilot, one-time, or on-going? If a pilot project, will the organization continue with it?
2. Please summarize the expected outcomes for this project and to what extent they have been achieved.
3. What have been the principal accomplishments of the project to date and how have they been achieved?
4. Please provide quantifiable data regarding the program/project, such as who and how many served, quantify impact including did you accomplish what you hoped? Did you serve the populace you identified? Did the program/project move you forward in your mission?

5. The Foundation recognizes that circumstances can change, possibly affecting project implementation. What, if any, difficulties have you encountered; why did they occur; and what refinements or plans have been made to overcome them? Please indicate activities that are behind schedule or not yet begun, and any changes in project plans or personnel.

6. What have been the most challenging or surprising aspects of this project? Have there been any unexpected outcomes?

7. Based on your experience to date, what advice would you give to other organizations planning a similar program? What have been the strengths and limitations of the project? What would you do differently if you had the chance?

8. Please describe your post-grant plans for this program/project, if it will continue. How will it be financed?

9. Please describe the public relations and marketing associated with this project and your grant.

II. ORGANIZATIONAL INFORMATION

It is very helpful to understand the organizational context in which you are using grant funds. Please take this opportunity to update us on any significant organizational changes, developments or challenges. How have these developments contributed to or impeded organizational success? Additionally, the Community Foundation is always interested in the providing resources and information to assist organizations in growth and development. Is there any problem or issue confronting your organization that the Community Foundation should consider when developing training, networking and resource opportunities?

III. ATTACHMENTS

Please attach copies of any public recognition, awards, press releases or news articles that may be pertinent. Grant stories and photos may be e-mailed to Thayer@MiddlesexCountyCF.org.

III. Budget v. Actual Information
Program/Project for which the grant funds were used: _____

Income Sources	Budget	Actual	Difference
Total			

Expense Items	Budget	Actual	Difference
Totals			

Summary	Budget	Actual	Difference
Income			
Expense			
Difference			

Explanations, if necessary.