



# GRANT REPORTING FORMAT

## Introduction

The FRIENDS HELPING FRIENDS FOUNDATION (FHFF) has designed the Grant Reporting Format to provide guidance in reporting on the outcomes of your grant project and to assist the FHFF in understanding what has transpired as well as what you have learned from your experience. The report is an important aspect and product of the grant.

FHFF is looking to you to be reflective, analytical, and evaluative in the best possible way. We encourage you to reflect on, and share, some of your most important learnings of the grant experience. You and the funder are partners in your program endeavors and can help each other identify important results, unintended consequences, and other relevant facts or perceptions that will enable both parties to learn from your experience. When your reporting reflects your actual work and results, your relationship with FHFF is strengthened and your track record is documented for future planning and funding.

### *Explanation of the Report Format*

The *Grant Reporting Format* consists of three sections.

**Section I** is a cover sheet that asks for general grant information.

**Section II** is a narrative. It consists of a series of questions that have been designed to prompt your reflection and report on your experiences and learning and to assist you and FHFF in monitoring and assessing your grant experience and outcomes.

**Section III** is a financial report that provides an accounting of your expenses.

The report is to be signed by both the executive director and board president. If you have questions regarding the completion of the form or would like to attach additional materials, please contact the FHFF grant administrator at [FHFFGrant@gmail.com](mailto:FHFFGrant@gmail.com).

## SECTION I. COVER SHEET OF GENERAL INFORMATION

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### A. Organizational Information

Organization \_\_\_\_\_

Address \_\_\_\_\_

Executive Director \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Contact person (if other than Executive Director) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_



## GRANT REPORTING FORMAT

### B. Grant Information

Amount of Grant \_\_\_\_\_ Period of Grant \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Goal: Choose one of the following categories and please describe what your stated goal was: (Emergency Animal Care; Spay/Neuter; Microchip Identification; Animal Cruelty Intervention; Foster Care; Community Cat Programming; Humane Education). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Project Outcome: (The outcome should indicate fulfillment of your purpose and the project's long-term impact.)

\_\_\_\_\_  
\_\_\_\_\_

Organizational Changes (e.g., administrative or staff changes since grant was approved)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Signature of Board President

### SECTION II. OVERALL GRANT REPORT

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*Please respond reflectively to all of the following questions. Attempt to limit your total narrative to approximately two – three pages.*

1. Has the grant expanded or made a difference in the quality of the services that you provide and/or in your organizational effectiveness? If so, in what way(s)? If not, what circumstances or obstacles impeded or limited your work?
2. What impact did the grant have on the population you serve? Your staff? The community?
3. During the course of the project, what transpired that differed from what you anticipated?



## GRANT REPORTING FORMAT

4. Based upon current conditions, are there things that you would do differently in utilizing the grant award? If so, what?
5. What were the primary lessons that you and your staff learned from this grant project? How might they impact your future thinking, performance, or services?
6. If the grant project is part of a larger campaign, please provide a status report on the campaign.

### SECTION III. EXPENSE REPORT

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#### A. Overall Report

Please provide an accounting for project expenses by placing them in line item categories (see list below) totaling each section.

##### *Personnel Costs*

- Salaries and wages by individual position, specifying full- or part-time positions
- Payroll taxes
- Fringe benefits and related fees
- Consultant and professional fees (e.g., accounting, legal, etc.)

##### *Operational Costs*

- Equipment
- Supplies
- Printing and copying
- Telephone and fax
- Postage and delivery
- Rent
- Utilities
- In-kind expenses

**B. Explanation:** Write a short narrative explanation of one paragraph or less to answer the question: How was this grant spent? (Example: The \$2,500 grant was used to purchase \$2,500 of surgical lamp.)

**Note:** Please note that if there are remaining funds from an individual grant, the FHFF may either: 1) request a refund of the unspent funds, or 2) request a proposal to use the unspent funds.



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