

Woodbury Community Foundation

Report Form Cover Sheet

Date of Report: _____

Organization Information

Name of organization _____ *Legal name, if different* _____

Address _____ *Employer Identification Number (EIN)* _____

City, State, Zip _____

Phone _____ *Fax* _____ *Web site* _____

Contact person _____ *Phone* _____ *E-mail* _____

Grant Information

Amount and support type: _____ *Date grant issued:* _____

2-3 sentence description of grant:

Check one:
Interim Report _____ Final Report _____

Woodbury Community Foundation

Reporting Requirements

You are required to submit a final project report within two months of your grant completion date. The Woodbury Community Foundation requires final reports for several reasons, including the assistance of staff in:

- 1) Assessing organizational progress towards meeting the goals and the objectives of the project both programmatically and financially;
- 2) Determining whether grant conditions were met; and
- 3) Improving our future grantmaking policies and priorities.

When reviewing proposals from an organization which has received prior funding, staff considers the submission and content of prior final reports. In addition, these final reports assure that the WCF has met our legal obligations as an organization and to our donors.

Report Narrative

1. Please briefly outline your original goals and objectives, as stated in your proposal.
2. What progress have you made toward your original goals and objectives? What activities led to meeting these goals and objectives?
3. If applicable, describe the population served or community reached during the grant period and how your organization reached Woodbury citizens. Use numbers and demographics such as race/ethnicity, gender or geographic location.
4. Were there any unanticipated results, either positive or negative? What did you learn because of this grant?
5. Will you make any changes based on these results?
6. *(for program/project grants only)* What are your future plans for sustaining this program or project?
7. Are there any other important outcomes as a result of this grant?
8. Do you have any plans to share your results or findings? How?

Financials

1. Please attach an income & expense statement for this grant period. Also, include your original budget.
2. Please feel free to include a narrative for any of your expenses and income, if necessary.
3. *(for program/project grants only)* Please include a list of additional funders, including amounts received for this project or program.