

## **Huey and Angelina Wilson Foundation**

### **GRANTEE INTERIM REPORT GUIDELINES**

As advised with your grant acceptance letter a written Interim Report on activity as well as a Final Report is to be submitted to the Foundation office. This periodic report is not only necessary for proper management to ensure accountability, but also serves as a valuable learning tool for both Foundation staff and grantees.

#### **OBJECTIVES**

Using the goals and objectives as set out in your grant proposal, describe the outcomes, both short-term and long-term, the project has achieved.

Were any changes to the project made during the grant period? If so, explain why this occurred and how it affected the success of the program.

#### **NUMBER SERVED**

Provide, in detail, how many people benefited from the project, as stated in your proposal. Please explain why you are exceeding or are delayed in reaching your target number.

#### **FUNDING**

Provide a breakdown of actual costs as compared to the original budget, with a brief explanation of any significant differences between the two. If space is insufficient, please provide the information in a separate attachment.

### **GRANTEE FINAL REPORT GUIDELINES**

As seen above, questions on goals and objectives as well as the number served will begin your report followed by these questions:

#### **FUNDING**

Provide a breakdown of actual costs as compared to the original budget, with a brief explanation of any significant differences between the two. If the entire grant award has not been expended, explain proposed usage of unexpended funds and a timeline of activities left to accomplish.

#### **IMPACT**

Provide a brief anecdotal observation that demonstrates the impact of this project.

#### **ORGANIZATIONAL DEVELOPMENT**

Describe the projects effect on your organization's development. Did this grant assist the organization in leveraging funds from other sources or build interagency collaboration? If yes, explain.

#### **ADDITIONAL NOTES/COMMENTS**

List any major accomplishments that were directly related to this grant. What other information do you have to share about your projects evaluation?

How would the project be modified, if undertaken in the future?

Were you satisfied with the grant review process? Please comment on any improvements or adjustments you would recommend of the Foundation's review process.