



# Quality Community Foundation - Report

**Instructions:** Submit this signed form with the grant report narrative and attachments by the end of January 31st. A cover letter is not required.

Legal Name of Organization:

Mailing Address, City, State and Zip:

Phone:  Fax:  EIN:

Website:

CEO/Executive Director:

Phone:  Email:

Report Contact & Title (if not the CEO/Executive Director):

Phone:  Email:

Dates Covered by this grant:

Type of Grant  General Operating  Program/Project  Other

Grant Amount: \$  Grant ID # (if applicable)

Program/Project Name:

Summary of the Grant Purpose (1,500 characters)

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**Have there been any changes to your organization’s federal tax exempt status since you were awarded this grant?**  No  Yes (Please explain in the narrative section)

By signing below, I certify that the information contained in this report is true and correct to the best of my knowledge.

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**CEO/Executive Director**

**Date**

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## GRANT REPORT NARRATIVE

### **Instructions:**

The answers to the grant report narrative must relate directly to the ***funded*** grant. The answers to these four questions should not exceed three typed pages (12-point font with 1-inch margins). Also, include the **HEADING** provided for each question. It is not necessary to repeat the text of the questions.

### **1. PROGRESS AND RESULTS.**

- (a) Describe the progress made toward the goals and objectives as stated in the funded grant application.
- (b) Summarize the organization’s key evaluation results related to the funded grant.

### **2. SUCCESSES AND CHALLENGES.**

Describe the significant successes and challenges the organization experienced related to the funded grant.

### **3. LESSONS LEARNED.**

Describe what the organization learned based upon the results, successes, and challenges reported in Questions 1 and 2. Address programmatic, evaluative, or organizational changes that will be made based upon these lessons learned.

### **4. ADDITIONAL INFORMATION.**

Share anything else that happened during the grant period that impacted the organization, either positively or negatively.

## ATTACHMENTS

### **Instructions:**

Submit the following attachments along with the narrative report. Label each attachment.

### **1. FINANCIAL STATEMENTS.**

- (a) Submit your organization’s Statement of Financial Position (Balance Sheet) and Statement of Activities (Income and Expense Statement) for the year(s) in which the grant was used.
- (b) Submit income and expenditure information compared to the approved budget for the program/project.

### **2. ACCOMPANYING NARRATIVE (if applicable).**

- (a) Explain any significant changes in the organization’s financial position since the grant was awarded.
- (b) If all funding was not expended during the grant period, explain why.
- (c) For program/projects, explain any major variances between the approved budget and the final financial statements being submitted with this report.

### **3. EVALUATION RESULTS.**

Provide the organization’s most recent evaluation results or findings, relevant to the funded grant. Note: providing this attachment does not take the place of answering Question 1(b) in the narrative section.