

WASHINGTON
Regional Association of
GRANTMAKERS

Common Grant Report Format

Formatting notes

- Reports should be printed on white paper, using a 12-point font (Times or similar) and one-inch margins on all sides; pages should be numbered.
- Reports should not be placed in binders or folders; one staple or paper clip in the upper-left hand corner, securing all pages, is sufficient.

A. Cover Sheet

1. Organization's name and contact information (full address, including mailing address if different, and telephone, fax, and Web address)
2. Contact person's name, title, and contact information (telephone, fax, e-mail)
3. Period and total dollar amount of this support
4. Period covered by this report
5. Signature of Executive Director

PLEASE SELECT THE **ONE** REPORT SECTION APPROPRIATE TO THE REQUEST

B. Program Requests Report (including capacity building requests) (2-3 pages)

1. Briefly restate the plan outlined in the original request. Were any modifications to the plan necessary? If so, please describe. What effects have modifications had?
2. Briefly restate the measurable outcomes as outlined in the original request. What progress have you made toward achieving these outcomes during this period? If outcomes have changed from those originally proposed, please explain why. What has been the effect of any changes?
3. What methods or strategies are being used to gather data on the program? Are there any findings of interest as of this point? If so, please elaborate.
4. Lessons learned: What do you consider to be the greatest strength(s) of the program? What do you consider to be the most important concern(s) – apart from finances -- currently facing the program?
5. Has this grant been instrumental in attracting additional resources in the form of people, money, goods, services, or publicity? If so, describe.
6. As applicable, explain any plans for ongoing funding, expansion, modification, or replication of the program.
7. List other funding sources and amounts received during this period for this program.

Required Attachment: organization and program budgets as submitted in original proposal, and actuals for this period. Explain any variances over 10 per cent.

C. General Operating Request Report (2-3 pages)

1. Briefly restate the plans outlined in the original request. Were any modifications to the plans necessary? If so, please describe. What effects have modifications had?
2. Briefly restate the measurable outcomes as outlined in the original request. What progress have you made toward achieving these outcomes during this period? If outcomes have changed from those originally proposed, please explain why. What has been the effect of any changes?
3. What methods or strategies are being used to gather data for the organization? Are there any findings of interest as of this point? If so, please elaborate.
4. Lessons learned: What do you consider to be the greatest strength(s) of the organization? What do you consider to be the most important concern(s) – apart from finances -- currently facing the organization?
5. Has this grant been instrumental in attracting additional resources in the form of people, money, goods, services, or publicity? If so, describe.
6. As applicable, explain any plans for ongoing funding, expansion, modification, or replication of the organization.
7. List other funding sources and amounts received (over \$1,000) during this period.

Required Attachment: organization budget as submitted in original proposal, as well as actuals for this period. Explain any variances over 10%.

D. Capital Campaign Grants

1. Update the status of fundraising and loans during the period.
2. Describe any changes in costs of the project and how they affect plans going forward.
3. Describe any challenges faced, and how they were addressed.
4. Lessons learned: what are the two or three most important things you have learned through this process?