

**ALBUQUERQUE COMMUNITY FOUNDATION
Grant Program Reports**

WHY REPORTS?

The purpose of grantee reports is

- to help the Foundation better understand the organizations and programs we fund
- to give nonprofits an opportunity to share information and reflect upon the progress of their programs
- to comply with IRS regulations for grantmaking foundations

GRANTEE REPORT PROCESS

All nonprofits receiving grants through a competitive process **MUST** provide reports every six months. Foundation grants are generally for one year. If all Foundation funding has been spent and the grant completed within the first six months, only one report is necessary.

In each report, we ask that your written summary be **no more than three pages**. Reports must be typed or computer-generated and those without additional materials may be e-mailed.

If after one year this grant has not been completed (all grant funds spent) or you have questions, please contact Nancy Johnson at **883-6240** or e-mail to njohnson@albuquerquefoundation.org.

**GUIDELINES FOR REPORTING
GRANTEE REPORT FORM**

Please e-mail your report to njohnson@albuquerquefoundation.org or mail to the address below. You may use this as guidelines to generate your own print report. Please keep the narrative portion to no more than 3 pages in length.

Date of Report _____

Organization _____

Executive Director _____

Person reporting _____ Title _____

E-mail _____

Phone _____ Ext. _____

Date of grant _____ Amount of grant _____

Have all the grant funds been spent? No, this is an interim report Yes, this is a final report

GRANTEE REPORT NARRATIVE

Review your original grant proposal and grant agreement before writing your report. Please include the following information (up to 3 pages in length):

1. State the purpose of the grant.

- If applicable, please include the population served or community reached during the grant period.

2. Activities

- What were the intended activities to bring about the stated outcomes?
- To what extent were the intended activities accomplished?
- Describe any collaborative efforts involved in planning or implementing this project.

3. Outcomes

- What were the expected outcomes of the project - who or what was expected to change as a result of the grant?
- To what extent were these expected outcomes realized?
- What unexpected outcomes (positive or negative) resulted from the project, including, for example, the impact on other programs your agency operates or on the agency as a whole?

4. Strengths and Limitations

- What were the strengths and limitations of the project?
- How did the staff address these limitations?

5. Project Concerns

- What concerns or problems arose during the project?
- What did the staff do to address these concerns?
- What changes were made in the project plan?

6. Financial Information

- Final grant budget - provide a detailed income and expense report.
- Indicate if Foundation funds remain as of this report.

7. Budget Revision

- Did you have the necessary funds to fully implement this project?
- Describe any changes in the original budget that may have occurred as a result of changing circumstances.
- What financial resources will be available to continue this program?

8. Future Funding

- Indicate if this project is continuing and, if so, how will it be funded in the future.
- What is your vision for this program for the next three years?

ADDITIONAL MATERIALS --- PLEASE MAIL OR E-MAIL

We are mailing additional materials: copies of any significant materials, brochures, published articles, etc. developed as part of this project; **photos** from the program funded are always welcome for publicity purposes.

A current financial statement with a FINAL report is attached to this e-mail being send separately

Thank you for taking the time to give us this information.

Mail additional materials to:

Nancy Johnson
Program Director
Albuquerque Community Foundation
P.O. Box 36960
Albuquerque, NM 87176-6960

Or deliver to:

3301 Menaul Blvd. NE
Suite #2