



ALBUQUERQUE  
COMMUNITY  
FOUNDATION

*leadership • trust • legacy*

## Albuquerque Community Foundation Grant Program Report

### Guidelines for Reporting

Please e-mail your report to [nancy@albuquerquefoundation.org](mailto:nancy@albuquerquefoundation.org) or mail to the address below. You may use this as your guideline to generate the report.

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

### Why Reports?

The purpose of grantee reporting 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 typically for one year. If a donor has requested a report as indicated in your grant agreement or by letter, you may also follow these guidelines. If all Foundation funding has been spent and the grant completed within the first six months, only one report is necessary. Reports may be sent via email. Please save your resources and ours – don't send both electronic and regular mail versions. If, after one year this grant has not been completed (all grant funds spent) or you have questions at any time, please contact Nancy Johnson by **email**, [nancy@albuquerquefoundation.org](mailto:nancy@albuquerquefoundation.org), or call 505-883-6240

### Grantee Report Narrative

Review your original grant proposal and grant agreement before writing your report. Please include the following information (up to 2 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 activities

Describe the demographics and number of individuals served by the grant activities

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**

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

Final grant budget - provide a detailed income and expense report of the project including budget versus actual numbers

Indicate if Foundation funds remain as of this report.

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 Information**

— Additional materials will be mailed separately: 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 – please send digital photos by email if possible

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

Email to [nancy@albuquerquefoundation.org](mailto:nancy@albuquerquefoundation.org)

### **Or Mail this report and/or 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