

REPORT SUMMARY SHEET FORM

Instructions: Submit this signed form with the grant report narrative and attachments by the date indicated by the funder. A cover letter is not required. Most foundations will not consider further grant requests from your organization until this report has been submitted.

Legal Name of Organization:

DBA (if applicable):

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 Capital Other _____

Grant Amount: \$ **Grant ID Number (if applicable):**

Program/Project Name (if applicable):

Summary of the Grant Purpose:

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.

CEO/Executive Director

Date

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.

The CGR User's Guide is available for download at www.coloradocommongrantforms.org and all organizations completing a CGR are strongly encouraged to consult the User's Guide for reference and additional information about how to complete the CGR.

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. Please note that you may be providing financial statements for more than one year to cover the funded grant period. It is generally understood that the fiscal year(s) of the funder, nonprofit, and grant period may not be in alignment. For further clarification on any of these items, please refer to the CGR User's Guide or contact the funder directly.

1. FINANCIAL STATEMENTS.

- (a) For all grants, submit your organization's Statement of Financial Position (Balance Sheet) and Statement of Activities (Income and Expense Statement) for the years(s) in which the grant was used.
- (b) If reporting on a specific program/capital project, also submit income and expenditure information compared to the approved budget for the program/capital project.
- (c) If the funder has requested the following information (for example, by indicating in their report guidelines or by checking the boxes below) also submit:
 - Audit for most recent fiscal year completed
 - IRS Form 990 for most recent fiscal year completed

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 and capital grants, explain any major variances between the approved budget and the final financial statements being submitted with this report.

3. EVALUATION RESULTS.

If available, 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.