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**COMPETITIVE GRANT REPORT ONLINE INSTRUCTIONS**

The Greater Cedar Rapids Community Foundation has three goals related to grant reports. First, we are eager to **read the story** of the funded grant. Second, we want both the Community Foundation and the nonprofit organization to **learn from the story** because we believe thatevaluation at its best informs learning and drives improvement. Lastly, when possible, we use that information to **share the story** with our donors, committee members, and the broader community. Not every grant will be a success, no matter how well it is planned, but failure can produce learning that will lead to better results in the future.

GRANT INFORMATION

|  |  |
| --- | --- |
| **Application ID #** |  |
| **Report Date** |  |
| **Organization Name** |  |
| **Project Title** |  |
| **Proposal Summary** |  |
| **Grant Program** |  |
| **Report Type** | Interim ReportFinal Report |

***NOTE:*** *If your organization has more than $500 remaining at the end of the grant period, or needs to request a variance (a change in the purpose or length of grant), please contact the Program Officer to discuss before completing the final report form.*

BUDGET

|  |  |
| --- | --- |
| **Amount Awarded** |  |
| **Estimated Total Project Budget** |  |
| **Actual Project Budget** |  |

NUMBERS SERVED

|  |  |
| --- | --- |
| **Estimated number of unduplicated individuals served** |  |
| **Actual Numbers Served** |  |

Please explain any difference between the projected number and the actual number served: *(2,000-character limit)*

OBJECTIVES

*Please refer to the objectives stated in your application for the following questions:*

|  |  |
| --- | --- |
| 1. **Objective 1** |  |
| 1. **Evaluation method** |  |
| 1. **Did you reach this objective?** | 1. Met or exceeded 2. Met over 50% of the stated objective 3. Encountered challenges and achieved less than 50% of objective |

*Repeat for each objective listed in application.*

Description of overall results: (2,000-character limit)

For example:

* How did your actual results compare with your desired results as described in your proposal?
* Were there unexpected results beyond what was stated in the application?
* Did you have to change any of the planned activities or evaluation methods? What did you learn that led to those changes?

Will the work continue? Please explain. *(2,000-character limit)*

SHARE THE STORY

Please provide one story illustrating the impact of your proposal –a condition change for an individual or a system that is a direct result of this effort. This story may be shared with donors and with the broader community, so please select and write the story to comply with the confidentiality requirements of your organization.

SUBMIT

Complete and select submit.

A close-up of a logo

Description automatically generatedQUESTIONS?

Contact the Program Officer or email [grants@gcrcf.org](mailto:grants@gcrcf.org).