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**DONOR REPORT FORM**

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 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.

|  |  |
| --- | --- |
| **Report Date:**  (due within 12 months of award date) |  |
| **Organization Name:** |  |
| **Grant ID #:** |  |
| **Project Title:** |  |
| **Amount Awarded:** |  |

***NOTE:*** *If your organization has money remaining at the end of the grant period, please contact your program officer via phone or email to discuss before completing the final report form.*

NUMBERS SERVED

If the organization tracked the number of unduplicated individuals impacted by this effort, please provide that number here:

PROGRAM DESCRIPTION

Please describe how this grant funding was used. Did the organization have to make any changes to the original plan? How did the actual results compare with desired results? What was the overall impact of the grant funding?

FUTURE PLANS

Will this program/work continue?  Yes  No  Not Applicable

Please explain how this program/work will help realize your organization’s vision for the community and/or the organization over the next five years.

SHARE THE STORY

Please provide one story illustrating the impact of this grant – 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 the broader community, so please select and write the story to comply with the confidentiality requirements of your organization.

***NOTE:***  *The Community Foundation encourages organizations to document the impact of funded projects in photos and may request grant-related photos in the future.*

EMAIL TO SUBMIT

Email completed report to [grants@gcrcf.org](mailto:grants@gcrcf.org) with the application ID in the subject line.

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