

# The Sears-Swetland Family Foundation

## Grant Reporting Form

### **Instructions**

These guidelines are intended to aid the Foundation in monitoring the effectiveness of our grantmaking, and to help your organization evaluate the effectiveness of the program that we helped to support. In completing the questionnaire, we request that you critically reflect on how your organization used this grant and then candidly report your conclusions back to us. Reports are also intended to provide the grantee an opportunity to reflect on program activities and plans. Please complete a report and return to the Foundation by \_\_\_\_\_. (date)

### **General Information** (Please include the following information.)

Name of your Organization, Address, Telephone Number

Date of Grant

Amount of Grant

Purpose of Grant

Time Frame covered by Grant

Executive Director's Signature on this report with Date

### **Narrative** (Answer all of the following questions in a total of no more than four pages.)

#### **Objectives and Results**

1. Describe the project we funded and how the project relates to your organization's mission.
2. What goals did you have for this project? To what extent were they achieved or not achieved? What activities has your organization conducted during this reporting period to meet each objective and who were the people involved.
3. What difference did this project/grant make and how do you know? How have you measured the effectiveness of your project? Include information about the number of people served and the satisfaction of those served, if appropriate.
4. We understand that variance from original project plans often occurs. Did this project meet, exceed, fall short or otherwise vary from your initial expectations? What problems, if any, did you encounter and how did you

