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
5. Provide income and expense information related to the grant. If there is a discrepancy between budget and actual expenditure, or if there are unspent grant funds, please explain.

6. Have you received any other funding for this project? If yes, please list sources and amounts. Was this grant instrumental in attracting additional support in the form of people, money, goods, services or publicity? If so, please describe.

7. Please attach your organization's statement of income and expenditures for the year in which the grant was used.

Organization Status

8. Please note significant organizational changes that occurred during the grant period such as changes in the original staffing pattern for the project, membership growth, etc.

9. What are your organization's future plans for this project or program? If applicable, describe plans for ongoing funding, expansion, replication or termination of the project.

Attachments (optional)

10. Include, if you wish, publications, educational materials, news articles, or other relevant materials about your organization or the funded project.