

Colchester Learning Foundation Grant Report Form



Please submit the following information within 30 days of the completion of your CLF grant-supported project. The purpose of this report form is to help both the grantee and Colchester Learning Foundation assess the outcomes of the grant funded project. Your future grant requests will not be honored unless you have filed your report.

***Instructions***

- Please download and complete, then submit by email to [grants@colchesterlearningfoudation.org](mailto:grants@colchesterlearningfoudation.org) or return by US Mail to P.O. Box 215, Colchester, CT 06415.
- Please answer all of the questions in the order listed. Be concise, please submit a maximum of 2 pages.
- Please use headings in the narrative as provided.
- Please submit only one copy.

**SECTION A**

Name of grant recipient: \_\_\_\_\_

Name of school/community group: \_\_\_\_\_

Name of principal/executive director: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact person: Title: \_\_\_\_\_

**SECTION B**

Project title: \_\_\_\_\_

Grant period: \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_      Period of time covered by this report: \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_

Grant amount: \_\_\_\_\_

Signature of Grant Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

# NARRATIVE

## SECTION C

### *1. Results*

- a. List the original objectives of the grant, and tell how they were met. What are the most important outcomes and “lessons learned” from this project?
- b. Variance from original project plans often occurs. In what ways, if any, did the actual project vary from your proposed plan? Describe the differences and why they were necessary.
- c. What difference did the grant make to your organization/school, in your community and for the population you are serving? Did the project impact the number of individuals you expected in the proposal? Describe any discrepancies.
- d. If applicable, describe how collaborative or cooperative efforts with individuals and organizations affected outcomes.

### *2. Future Plans*

What is your plan for this project in the future? Briefly describe rationale for ongoing funding, expansion, replication or termination.

### *3. Public Relations*

- a. How did you share your projects outcome?
- b. If applicable, attach selected material relating to the funded project: press or news items, brochures, letters of support, photographs, etc.

## SECTION D

### *Financials*

1. Using the original budget included with your proposal, provide detailed expenses and income for the project for this period. Provide narrative on any variances from the original project budget.
2. Include a detailed, complete accounting of how the specific grant dollars were spent. Please provide receipts.
3. If applicable, who else has funded this project and at what level?

## SECTION E

### *Presentation*

As part of Colchester Learning Foundation’s interest in supporting and promoting innovative and creative educational opportunities in the community, we ask that each grant recipient be prepared to conduct a presentation on the project for which they receive funding. This presentation should be engaging and demonstrate the benefits of the funded program or project. Please contact Colchester Learning Foundation Grants Committee at [grants@colchesterlearningfoundation.org](mailto:grants@colchesterlearningfoundation.org) for more details.