New London Rotary Foundation, Inc.

Grant Report Form

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| --- | --- |
| Contact Name / Title |  |
| Organization |  |
| Address |  |
| City, State, Zip |  |
| Telephone |  |
| Email |  |
|  |
| Project Name |  |
| Total Grant Award |  |
| Amount of Payment |  |
| Grant Approved |  |
| Purpose of Grant |  |

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| --- |
| **Program / Project Narrative: (1 page)*** Program Achievements: Identify the program objective / Note the specific achievements / Note problems encountered if any.
* Number served and benefits to those served: Indicated the number serviced / Length of participation, where appropriate / Benefits gained
* Community Support: Linkages with other organizations / In-kind contributions / Media coverage / Volunteers / Matching funds
* Efforts made to obtain funds for program continuation
 |
|  |
| **Detail of Grant Expenditure:*** Line Item Report
	+ Specify expenditures directly related to grant.
	+ Provide receipts
* If grant used with funding from other sources, do not combine report – identify other sources under community support.
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|  |
| **Program /Project Recognition:**Please attach copies or note below any media coverage for program / project including newspaper, social media, radio, television, video, etc. |
|  |

Signature Title

Name (Print/Type) Date

Please forward grant report including financial report within 60 days of program completion to meeting.works@sbcglobal.net.

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Grant Report

GUIDELINES FOR REPORTING: The NLRF would like to know how the grant program / project met its objectives, how are doing, what worked and what didn’t work. A status report from the Fiscal Agent summarizing the results of your program / project and how the money was spent must be submitted within 60 days of the conclusion of the program / project.

* Provide a brief narrative addressing:
	+ Program Achievements
		- Identify the program objective
		- Note the specific achievements
		- Problems encountered, if any
	+ Number served and benefits to those served
		- Indicate the number served
		- Length of participation, where appropriate
		- Benefits gained
	+ Community Support
		- Linkages to other organizations
		- In-kind contributions
		- Media coverage
		- Volunteers
		- Matching funds
		- Efforts made to obtain funds for program continuation
	+ Detail of Grant Expenditure
		- Line Item Report specifying expenditures directly related to grants
		- Provide Receipts
		- If grant used funding from other sources, do not combine report – identify other sources under community support.

RECOGNITION: The NLRF looks at this grant process as a partnership relationship between the New London Rotary Foundation, Inc. and the participating agency or collaborating agencies. This process provides a wonderful opportunity for recognition for the NLRF and the agency or collaborating agencies not only in the initial announcement media release but throughout the program and project as well. Please attach copies or note below any media coverage for program / project including newspaper, social media, radio, television, video, etc.