



Bay Area

community foundation™

**BAY AREA COMMUNITY FOUNDATION
FINAL GRANT REPORT FORM
(Grants \$1000 or less)**

Note: All grantees must submit a final grant report within six months of completing the project/program.

Name of Organization _____

Grant Contact Name _____

Email _____ Phone _____

Address _____

Title of Project/Program _____

Dates covered by this report From _____ To _____ Grant Amount \$ _____

Purpose of Grant (one sentence) _____

On separate sheet of paper, answer the following questions clearly and concisely:

NARRATIVE (1 page preferred)

- To what extent have you reached the goals and objectives set for the project during the grant period? Explain results in outcome-based terms.
- What difference did this project make? How did you measure the project's impact on participants and/or the broader community?

FINANCIALS

- Provide detailed expenses and income related to the grant.
- Include a detailed, complete accounting of how the specific Bay Area Community Foundation grant dollars were spent.

ATTACHMENTS

- Attach publications, news articles, photographs, or other materials related to the funded project.
Note: You may also email photographs in JPG format to lisac@bayfoundation.org. Receiving photographs in this format allows us to use them for our publications.

Mail the final grant report to:

Bay Area Community Foundation • 1000 Adams St, Suite 200 • Bay City, MI 48708