



## **GRANT REPORT FORM**

### **PROCEDURES**

***The Joseph and Harvey Meyerhoff Family Charitable Funds, Inc. (“The Funds”)*** require interim “Progress Reports” reports for grants awarded over \$10,000 and on a case-by-case basis. Interim “Progress Reports” are due exactly six (6) months from the date of the Grant Award, as stated in the Award Letter and Grant Agreement. The Funds may also require a final report on the project due at the conclusion of the grant period. In some cases, additional information may be requested by The Funds.

### **Instructions**

The attached two-page form guidelines have been implemented to aid you in reporting the progress of your grant. Reports help The Funds in tracking the progress of programs and projects. At the same time, these reports enable The Funds to maintain the required fiscal and programmatic oversight of grants. Reports are also intended to provide the grantee an opportunity to reflect upon program activities and plans.

If a section or question is not applicable to your grant, please indicate that. In addition, feel free to add any supplemental information or materials that may be helpful to our understanding of your progress (e.g., formal evaluations of your program). If this is an annual report, your responses should be relevant to the reporting period (e.g., what was accomplished during the reporting period).

Please send completed forms back to our offices. **It is acceptable to retype the *Grant Report Form* on your own computer, but please use the same format.**

**GRANT REPORT FORM**

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

Type of Report: (Check one)     Progress    or     Final

Organization: \_\_\_\_\_

Project Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone, Fax and Email: \_\_\_\_\_

Amount of Grant Awarded: \_\_\_\_\_

Date Grant Received: \_\_\_\_\_

Award Period: \_\_\_\_\_

## **General Program Information**

Objectives – Please list all original objectives proposed.

Activities – What activities has your organization conducted during this period to meet each objective? Please list.

Thus far, do you think the grant has met the original objectives?

What internal and external factors have contributed to or impeded the success of this grant?

## **Experiences and Advice**

Based on your experiences thus far, what would you have done differently if you had the chance? What would you do the same?

## **Budget**

How did the actual expenses compare with the proposed budget? Please provide details of the entire proposed project budget.

Please provide a detailed list of all expenses paid for with The Funds' Grant, make sure you include original proposed budget and actual amount expended, per line item.

## **Additional Funding**

Have you received any other funding for this project? If yes, please list sources and amounts.

## **Additional Information (for Final Reports)**

Is this the conclusion of the program?  Yes  No

If **No**, how will the program be funded in the future and at what level?

## **For Capital Projects**

Please summarize status of project.

Is project on time?  Yes  No

If delayed, why?

When will project be completed?

Please attach most recent photo.

