

7 Tips for Writing a Stellar Final Grant Report

Showcase your organization in the best way.

You spent a lot of time writing a grant application and are lucky enough to receive funding. Then the excitement begins of being able to run a successful program or project. After spending countless hours on your project you feel accomplished with the results and the impact it's had on the community. Finally it's over, or is it? Most grants require some sort of follow up report. It's easy to just answer questions with simple answers, but this is your opportunity to showcase your project in front of not only the project manager that oversees the grant, but those that actually funded it. This is your chance to "toot your own horn" and show why your program is the greatest and should be funded again and again. As you complete your final grant report, here are some tips from our Grant Manager, Johnna Martinez, to help you write a stellar report.



1. It is always a good idea to refer back to your original application to see what goals and objectives you said you were going to try to achieve. The grant manager will look back at your application to see if you've addressed your goals and objectives as outlined, so why wouldn't you do the same?
2. Explain, in detail, how you have used the grant funds. Talk about what was purchased, how it was used, how many people it impacted, where your program was held, etc.
3. Every once in a while projects run into problems. It happens, but please explain any problems or issues that may have occurred with your project and how you resolved them. If you didn't reach your target number of participants, why do you think that was so? If you had major modifications to your project, make sure you submitted a request to the GiveWell Community Foundation for authorization to modify. You don't want to present a different project than that which was funded and surprise the donor.
4. Acknowledgement is very important. When you receive your grant funds, there is always an award letter that comes with it. Follow what that letter says! Please acknowledge exactly as written on the letter. For example, we don't have Foundations within our Community Foundation; we have funds within the Community Foundation. Our fund holders create a specific name of their fund to either recognize a group, a family, a loved one that may have passed or in honor of someone. Please be sensitive to their wishes on how their fund should be recognized in your publications, online, and press releases.
5. The budget narrative is there for you to explain in detail how funds were spent. Use this space as an opportunity to tell us what you did and how great you did it!
6. Pictures are worth a thousand words! Take advantage of the upload space in the report. If you referenced a newsletter, upload it. Showcase your participants and volunteers by uploading pictures. Show us the equipment you may have purchased with the grant. Show us anything that might explain your project better.
7. Finally, write **Thank You** on your report. Each report is sent to the donor who funded your project, so make sure you end with a big thank you for the support. A simple thank you can go a long way