

# Foundation for Appalachian Ohio Grantee Report Form

*Grantees are required to complete this report form within 30 days of project completion or within 30 days of the end of the grant period, and prior to requesting or receiving additional funding. Please contact the Foundation for Appalachian Ohio (FAO) if you have questions about preparing or submitting your report.*

This is a:     Final Report     Mid-Term Report     Multi-Year Report

Grant Period: \_\_\_\_\_ Grant Number: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

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

Name of Project Funded: \_\_\_\_\_

Date Project Began: \_\_\_\_\_ Date of Project Completion: \_\_\_\_\_

Grant Amount: \_\_\_\_\_ Total Grant Money Expended: \_\_\_\_\_

Report Completed by: \_\_\_\_\_ Title: \_\_\_\_\_

CEO's Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING INFORMATION AND ATTACH YOUR RESPONSE TO THIS FORM:**

*Limit your response to 3-5 pages (not including attachments); type using a standard 12-point font such as Times or Arial.*

**The Program**

1. Briefly describe the project's goals and objectives originally approved by FAO.
2. Briefly summarize your project and list your major accomplishments.
3. Were there any changes in the initial project goals/objectives/outcomes? If so, please explain.
4. Who was impacted by your project? (Estimate number of children, adults, students, etc.)
5. Have you encountered project related challenges or issues? How did you address them?
6. What emerging needs or gaps in services were identified during the course of this project?
7. What agencies and organizations did you collaborate with?

**Financials/Budget**

8. Were you able to leverage other dollars or in-kind support for this project? Were you able to secure additional dollars because of this grant from FAO? Explain.
9. Please attach the following: a) an original project budget; b) an expense sheet detailing how grant funds have been expended to date.
10. Were there any significant variances from the original, approved budget? If yes, please explain these variances. Did you obtain approval from FAO regarding these variances? Please explain.
11. If any grant dollars have not been spent, please explain. How and when will these dollars be spent?
12. Will this project continue after this grant period? If so, how will it be sustained?
13. Would you have been able to carry out this project without this grant? Please explain.

**Project Related Materials**

14. Please attach any photos, press releases, brochures, etc., related to your project. (Photos should be in electronic format on a CD and in TIF or JPEG format preferred; or, glossy prints.)

**For Multi-Year Grants**

15. Please attach a new project budget detailing how anticipated grant funds will be expended.

**PLEASE RETURN YOUR REPORT TO:**

Attn: Ann Day, Program Director / Foundation for Appalachian Ohio

36 Public Square, P.O. Box 456, Nelsonville, OH 45764 / (740) 453-9969 or (740) 753-1111

[2-27-07]