Grant Report Format and Instructions 2020

All grant recipients are required to submit a grant report to the Community Foundation of Teton Valley. **Grant reports must be received within 60 days post project completion or by January 31, 2021, whichever comes first.**

Grant report narratives should be no more than two pages in length and should be presented in the following format, addressing the following questions:

**Heading (First Page Only)**

Agency Name: 

Title of Project: 

Amount Funded: 

Grant Contact: 

Email Address: 

Date Report Submitted: 

**Results:**

- Did the project effectively accomplish its objectives? How did it impact your clientele and/or the community at large?
- How did this program/project further your mission?
- If this project was undertaken partners, what were the benefits, challenges, or other results of that collaboration?
- If there were multiple funding sources, how did that enable your project to be successful?
- What was the quantifiable effect of the proposed program/project?

**Lessons:**

- What would you do differently with the program/project if you were to do it over again?
- What recommendations would you offer others working in a similar area or to the Community Foundation as a result of your experience?

**Budget:**

- Were there any deviations from your original program/project budget? Are you returning any unused funds?
- Do you intend to continue this program/project? If so, how will it be funded?

**Supporting Documentation: (may be attached to email submission as separate files):**

- REQUIRED: Receipts for all purchases made using grant funds
- REQUIRED: Photos of your grant funding in action will help us to promote your organization and are useful for acquiring future funding for the grant program. (high resolution Jpeg is preferred)

**SUBMIT GRANT REPORT AND SUPPORTING DOCUMENTS TO:**

bthysell@cftetonvalley.org

**Grant reports must be received within 60 days post project completion or by January 31, 2021, whichever comes first. If a grant extension has been approved that will represent a grant report as being filed on time. Supporting documentation may be submitted as part of the grant report document or as separately attached files.**

Failure to provide a grant report and/or late grant reports may affect an organization’s eligibility for future Community Foundation of Teton Valley grants.

**Questions? Please contact:**

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