Grant Report Format and Instructions

All grant recipients are required to submit a grant report to the Community Foundation of Teton Valley. **Grant reports are due within 60 days post-project completion or twelve months from the award of the grant (see grant contract for date) 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)**

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th>Grant Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Project:</td>
<td>Email Address:</td>
</tr>
<tr>
<td>Amount Funded:</td>
<td>Date Report Submitted:</td>
</tr>
</tbody>
</table>

**Results:**
- How did this project fulfill your mission?
- Did the project effectively accomplish its objectives? How did it impact your clientele and/or the community at large?
- What effect did this program have on your organization? (For example, did it increase your visibility in the community, add to your clientele, or overextend your staff?)
- If this project was undertaken in partnership with other community organizations, what were the benefits, challenges, or other results of that collaboration?

**Lessons:**
- What would you do differently with the 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 project budget? Are you returning any unused funds?
- Do you intend to continue this 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
- **Optional:** Photos of your grant funding in action that will help us to promote your organization are strongly encouraged.

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

bthysell@cftetonvalley.org

*Grant reports must be received by 5 PM on the final report date indicated on the grant contract (12 months from the receipt of grant funds or within 60 days post-project completion, whichever comes first). 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?**

bthysell@cftetonvalley.org  |  (208) 354-0230.