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, 2022, whichever comes first*.**

**Grant Title:**
Agency Name: Grant Contact:
Amount Funded: Email Address:
Date Report Submitted:

Please provide a complete answer to each question within the following sections:

**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?

**Story:** *In an effort to highlight the important impact this grant has had on your work, please share a short story of how this grant has helped fulfill your mission. Please separately attach an accompanying photo (jpeg) of your grant in action.*

**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, SUPPORTING DOCUMENTS, AND PHOTOS TO:** **bthysell@cftetonvalley.org**

***Grant reports must be received within 60 days post project completion or by January 31, 2022, 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 Brian Thysell, Program Manager, at bthysell@cftetonvalley.org or (208) 354-0230.