

GRANT REPORT GUIDELINES

The Athens Area Community Foundation was founded in 2008 and comprises multiple endowment funds. Grants are made possible by caring individuals, families and corporations seeking to improve the quality of life Athens-Clarke, Oconee, Oglethorpe, Jackson, Barrow, and Madison Counties. Our Board of Directors is very interested in the progress of your project and accountability so that we may report the impact of our grants to our donors. To help us learn more about your project, we request that you use the following form to prepare a report on your grant. Your Grant Report is due 12 months after you received your grant, so if you received your grant in late April, your report is due in late March. Evaluation reports are our primary tool in measuring the achievements of the projects we support, and help strengthen the Community Foundation's grant making program by highlighting new directions and address issues, and the possibilities of additional funding in the future.

Grantee Profile:

Note: The Community Foundation may use excerpts from this report in other documents or publications.

Date: _____	
Organization: _____	
Contact Person and Title: _____	
Telephone & ext: _____	E-mail: _____
Fiscal Sponsor Name/Organization (if applicable): _____	
Project Title: _____	
Sector (please check one): <input type="checkbox"/> Education <input type="checkbox"/> Human Services <input type="checkbox"/> Workforce Development <input type="checkbox"/> Affordable Housing <input type="checkbox"/> Health <input type="checkbox"/> Public Transportation <input type="checkbox"/> Arts / Culture <input type="checkbox"/> Environmental / Green Space <input type="checkbox"/> Building Community <input type="checkbox"/> Economic Development / Revitalization	Population Served (Check all that is applicable): <input type="checkbox"/> Infant/Preschool <input type="checkbox"/> Students: Elementary/Middle/High School <input type="checkbox"/> Adults <input type="checkbox"/> Elderly <input type="checkbox"/> General
Report covers period from _____ to _____	
Total cost of project _____	Total amount of AACF Grant _____

Grantee Report:

Please follow the format outlined below. If your grant was for general operating support, please give us an overview of your programs.

- I. Please provide a **Project Update** (number of participants/clients served, project's activities, improvements made, etc.)
- II. Please provide an overview of your **Project Outcomes**. As appropriate, provide a story, any examples of awards/recognitions, statistics or other measures that illustrate the project's impact. If your project did not achieve some of its expected outcomes, tell us why.
- III. What are the most important **Lessons Learned** from your project? If you were to do your project again, what would you change?
- IV. **Sustainability**- How do you see the outcomes of your project being sustained or replicated in the future (future community partnerships, funding, etc.)?
- V. **Acknowledgment**- Was the Community Foundation acknowledged as a funder of this grant? How?

Grantee Attachments:

Please attach 1 copy of the following:

- Detailed Financial Statement showing project revenues and expenditures and line-item accounting of expenditure of grant funds.
- One copy of any resource/publicity material produced with funding from the Athens Area Community Foundation. (e.g. brochures).
- Copies of any media coverage.
- Photographs of activities relating to the funded project. Please note that the Community Foundation uses photographs submitted by grantees in annual reports and other publications. We require a waiver to be submitted with any photograph including project participants allowing for the use of the photograph by the Foundation