



**SHIAWASSEE**

— COMMUNITY FOUNDATION —

For good. For ever.®

## **FINAL GRANT REPORT FORM**

**Due April 30, 2022**

Today's Date:	
Organization Name:	
Name of Grant Fund:	
Grant Amount:	
Project Title:	
Contact Name and Title:	
Phone:	
Email:	

### **NARRATIVE**

On a separate sheet of paper, please provide a one-to-two-page narrative of the following:

1. A description of your project that was funded by the Shiawassee Community Foundation grant. Describe your project clearly, as if explaining it to someone who has never heard of it.
2. Include the intended outcomes of your project and whether those outcomes were achieved.
3. Explain how you measured the project's impact on participants and /or the community. Include the number of people served/impacted.
4. Specify how the Shiawassee Community Foundation was given recognition for funding this project.

### **FINANCIALS**

On a separate sheet of paper provide *detailed* financial information related to the grant.

1. Give a detailed and complete accounting of how the specific grant dollars were spent.
2. Attach a copy of related receipts.
3. Include whether there were other sources of funding/grants received for this project.
4. Explain any variances from the original project budget.

### **ATTACHMENTS**

Please submit any printed or digital materials related to the project (photos, newspaper, or newsletter articles).

\*\* Submitted materials may be used by the Shiawassee Community Foundation in media relations, fundraising and other communication strategies to internal and external audiences.

**RETURN THIS FORM AND ATTACHMENTS TO:**

**MAIL:** Shiawassee Community Foundation  
P.O. Box 753  
Owosso, MI 48867

**QUESTIONS:** (989) 725-1093

**FAX:** (989) 720-7429

**EMAIL:** kim@shiacf.org