

Small Grant Report

for

**[Program Name]**

**[Organization Name]**

### ***Instructions & Hints***

1. Fill in your program and organization name, above.
2. Type an answer following each item below.
3. Generally, short, precise, and clear answers are preferred over long responses.
4. This *Small Grant Report* template is designed to correspond to the “Request To Support a Program” section of the *Small Grant Proposal*. Review your proposal prior to completing this *Report*.
5. When you have completed the *Report*, delete this “Instructions & Hints” section and the instructions below.
6. Do not include additional information not requested or attach documents.

Feel free to email the Foundation for clarification: mckraushaar@georgiasown.org.

**Grant Performance**

1. Was the money used for the program exactly as described in your *Grant Proposal*? If something changed, explain it. *(Use less than 50 words.)*
2. Did you encounter any problems with this program? If so, how did you deal with them? *(Use less than 100 words.)*

**Program Results**

*(For the next three questions, list 2-4 line items for each program parameter. If available, include quantities or other metrics. E.g., how many of the “activity” you did, or how much of an outcome was achieved.)*

1. ***Activities*:** key **internal** activities the organization undertook to operate the program (not ones that “touch” the population that you serve).
2. ***Outputs:*** primary **external** activities the organization conducted that provided services to the population that you serve.
3. ***Outcomes:*** changes in the behavior, knowledge, skill, attitude, or situation of the population that you serve, generated by your program. *(Outcomes should match those specified in your Request To Support a Program.)*
4. Do you anticipate the program will achieve its goals for the year? If not, why? If it will exceed its goals, describe why. *(Use less than 50 words.)*

**Additional Comments**

1. If you would like to provide additional information about the program the grant supported, state it here. *(Optional. Use less than 200 words.)*

**Affirmation**

I affirm that the information in this *Small Grant Report* is true in every respect.

Signed Date

Name Title

**Submission Instructions**

Do not add a cover letter to your *Grant Report*. This form is sufficient.

Mail or email a signed copy of this *Report* to:

Ms. Marin Kraushaar

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