



GAC GRANT REPORTING FORM

This form must be signed and returned with the Grant Report Narrative. Please complete and return this report **within 30 days of grant activities**. No further grant requests from your organization will be considered until this report has been completed and returned.

Name of person/organization to whom payment should be made:

Grant Recipient:

Phone:

E-mail:

Mailing Address:

City:

State:

Zip:

Project/Program Name:

Grant Award: _____ **Actual Grant Award Spent:** _____

Please provide income and expenditure information compared to the approved budget for your project or program. If there are any major variances (+/- 10%) from the approved budget, please explain.

I hereby certify that the above and attached statements are true and accurate.

Signature of Grant Recipient

Date

GRANT REPORT NARRATIVE

(maximum of 4 pages, exclusive of attachments)

A. Results/Outcomes

1. Please describe the progress made toward the stated goals and objectives related to this specific grant. *(Please include those stated goals and objectives in your response.)*
2. What difference did this grant make in the Granville community and for the population you are serving? Please discuss evidence of the effect (e.g., numbers served, demographic information, client satisfaction survey results, community indicators, outcomes, etc.). *Note: If you have a summary of evaluation materials that document the outcomes and impacts of your work, feel free to attach in lieu of answering this question.*
3. Describe collaborations, if any, related to the work funded by this grant and how it impacted your efforts.
4. How was the Granville Arts Commission cited as a/the funder of the project/event? *(Please attach a copy of any news article(s) or other forms of publicity.)*

B. Reimbursement Attachments Requirement

Please make copies of any receipts, invoices, bills, etc., for which you would like reimbursement, mark all documents with your name/organization, and return them with GAC Grant Reporting Form.