

**Common Report Form
COVER SHEET**

****IMPORTANT POINTS****

- Every funder has different report deadlines and timetables
- Before submitting this format, confirm with funder that it will be accepted
- Funders may also request additional information at any stage of the reporting process

Grant Number: (if applicable) _____ Date Grant Received: _____

Amount Granted: _____ Grant Period ____/____/____ to ____/____/____

ORGANIZATION NAME: _____

Address: _____

Name of Executive Director: _____

Name of Contact Person: _____
(if different than above)

Telephone: _____ Fax: _____ E-mail: _____

Project Name (if applicable):

Type of Grant Received:

- Capital
- General Operating Expenses
- Program/Project
- Capacity Building
- Other: _____

Signature of Executive Director

Date

Grant Reporting Narrative

Results

- List the original goals and objectives of this grant. Were these goals met? What impact did this grant have on your organization, community and the specific population served?
- In what ways did the actual project vary from your initial project plans?
- If applicable, attach selected material related to the funded project: press or news items, brochures, letter of support, photographs, etc.

Lessons Learned

- What are the most significant results gained from this project, both relative to your organization and the audience you serve?
- What are the most important lessons your organization has learned from this project?
- If you were to undertake this project again, what would you do differently?

Financials

- Using the original budget included with your proposal, provide an itemized budget of actual expenses and income for the project. Provide narrative on any variances of 10% or greater from the original project budget.
- Include a detailed, complete accounting of how the specific grant dollars from this grantmaker were spent, including a project financial statement if appropriate.
- Who else has funded this project, and at what level?

GRANTMAKERS WHO ACCEPT THIS REPORT FORM *

- | | |
|--|---|
| ✓ ARAMARK | ✓ McLean Contributionship |
| ✓ Brandywine Health Foundation | ✓ The New Century Trust |
| ✓ Chester County Community Foundation | ✓ Rosenlund Family Foundation |
| ✓ Connelly Foundation | ✓ St. Christopher's Foundation for Children |
| ✓ Dolfinger-McMahon Foundation | ✓ Thomas Scattergood Behavioral Health Fdn. |
| ✓ Samuel S. Fels Fund | ✓ Subaru of America Foundation, Inc. |
| ✓ Green Tree Community Health Foundation | ✓ Union Benevolent Association |
| ✓ The Grundy Foundation | |
| ✓ The Lenfest Foundation | |

** See page 12 for contact information.*

Tips, Resources and Grantwriting Glossary of Terms

Use these tips...

Communicate with funders. Contact *each funder* to obtain a copy of funding guidelines and deadlines. Be aware of individual funder's preferred method of initial contact (*some prefer a letter of inquiry (LOI) prior to receiving a full application*), as well as the number of copies of the application you should submit.

Be strategic. Make sure that your goals, objectives and amount requested match the criteria of the funder.

Follow the directions. Write clearly and follow the format of the application closely.

Be thorough. Do not skip questions unless they in no way apply to your request. Avoid repetition of ideas.

Be concise, yet informative in your proposal. Many funders have a scoring system that weighs heavily on the proposal. Writing a clean, understandable narrative is key.

Cover letter. It is customary to provide a cover letter on your organization's letterhead, signed by the Executive Director or Chair of the Board.

Glossary of Terms

Types of Grants:

Capital Grant: *Funding for endowment, construction, or equipment.*

General Operating Support: *Funding for the general purpose or work of an organization, including personnel, administration, and other expenses for an existing program.*

Project/Program Grant: *Funding for a specific initiative or new endeavor.*

Capacity Building Grant: *Funding specifically to enhance organizational capacity and address important issues of organizational development and effectiveness (e.g. strategic planning, leadership development, technology infrastructure, etc.).*

Letter of Inquiry: *Many foundations ask potential grant recipients to first submit a brief letter of inquiry before receiving an invitation to submit a full proposal. Check with each individual funder.*

HELPFUL RESOURCES

- **Regional Foundation Center** at the Free Library of Philadelphia: 215/686-5423 or <http://libwww.freelibrary.org/rfc/>
- **The Directory of Pennsylvania Foundations:** <http://www.pafoundations.org>
- **The Nonprofit Center at LaSalle University:** 215/951-1701 or www.lasallenonprofitcenter.org
- **Pennsylvania Association of Nonprofit Organizations:** 717/236-8584 or www.pano.org