Wisner Family Foundation

Grant Reporting Form

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Reports help the Wisner Family Foundation track the progress of programs and projects and ensure proper programmatic oversight of grants. Reports are also intended to provide the grantee an opportunity to reflect on program activities, expenditures and plans. Please use these guidelines to report on the progress of your grant.

The report due date can be found in your award letter that was sent to you prior to funding. The Foundation will not release grant payments for any future grants until all report requirements are up-to-date. Please do not use this report to request future support.

Feel free to add any supplemental information or materials that may be helpful to our understanding of your progress to this report. (Photos are great at telling a story). We ask that any reporting or materials to the Foundation include the Grant Number. Email completed grant reports to WisnerFamilyFoundation@gmail.com.

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Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Grant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Grant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program Officer/Leader:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Completing Reporting Form:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Narrative

1. A brief description of the original goals and objective set for the organization or individual during the grant period.
2. What were you able to achieve as a result of this grant?
3. What internal and external factors have contributed to or impeded the success of this grant?
4. Based on your experience thus far, what would you have done differently if you had the chance?
5. Are there any important changes or information about your organization you want to share with the Foundation?

Financial Report

1. Did you spend the funding as outlined in the grant proposal? If no, please explain.
2. Are there any grant fund’s remaining? If yes, please attach a check made payable to the Wisner Family Foundation and mail it with your report.
3. Attached a copy of your budget and show expenses in the corresponding line items.
4. Scan and attach all receipts.