



## Community Foundation of Jackson Hole Grant Report Format and Instructions

Grant Reports are due one year from the award of competitive grants over \$1,000. Grant report information can also be found on your competitive grant contract.

Grant reports are not required for micro-grants or donor advised grants. Old Bill's Fun Run grants require a specific report format. For more information, contact Pam Sather at [psather@cfjacksonhole.org](mailto:psather@cfjacksonhole.org).

Please submit your report via email. The submission address is [psather@cfjacksonhole.org](mailto:psather@cfjacksonhole.org).

Grant reports should be no more than two pages in length. Photographs of your project are encouraged. To include photographs, send them as electronic files attached to your report email message. Please do not send examples of your work, newspaper clippings or other attachments.

The email address requested in the header of the report will be used to provide you with an electronic submission receipt.

### **Heading (First Page Only):**

Agency Name	Contact Person
Title of Project	Email address
Amount Funded	Date Report Submitted

### **Please address the following:**

Individual bullet points serve as a guideline. Please format responses appropriate to your project and organization.

#### **Results:**

- Did the program effectively accomplish its objectives? How did it impact your clientele and/or the community at large?
- What effect did this program have on your organization? (For example, did it increase your visibility in the community, add to your clientele, or overextend your staff?)
- If this project was undertaken in partnership with other community organizations, what were the benefits, challenges, or other results of that collaboration?

#### **Lessons:**

- What would you do differently with the project if you were to do it over again?
- What recommendations would you offer others working in this area or to the Community Foundation as a result of your experience?

#### **Budget:**

- Where there any deviations from your original project budget? Are you returning any unused funds?
- Do you intend to continue this project? If so, how will it be funded?

If you have any questions, please contact  
Pam Sather at [psather@cfjacksonhole.org](mailto:psather@cfjacksonhole.org) or (307) 739-1026.  
Thank you for your work in our community.