6/16

Stewardship Foundation

*Grant Report Form -* ***For Grants $25,000 and Under***

Submit your report according to the schedule established in the grant agreement letter. Photographs and/or web links to on-line videos of activities related to the grant are appreciated. **Please email this completed grant report form, one-page narrative and financial accounting to *aalva@stewardshipfdn.org.***

**General Information**:

|  |  |  |
| --- | --- | --- |
| Organization: | | Primary Contact: |
| Date of Grant Letter:   /  / | | Phone: |
| Title of Project: | | Email: |
| Period Covered by Grant:   /  /   to   /  / | Period Covered by Report:   /  /   to   /  / | |
| Grant Amount: | Were the grant funds fully expended? Yes  No | |
| Report Due Date:   /  / | Today’s Date:   /  / | |

**Grant Outcome Summary:** Please summarize in one paragraph the most important outcome resulting from this grant.

**Financial Report:**

***General Operating Grant:*** If funding was provided for general operating support, please provide a balance sheet and an income and expense report with budget vs. actual comparison *covering the year the funds were expended (In-house financial statements are fine)*. Please explain any significant changes (i.e. new sources of revenue, staff changes, capital improvements, or other activities). If there are unspent grant funds, please explain.

***Project Specific Grant:*** Include *specific* information on how Stewardship’s funds were expended by providing income and expense information related to this grant. If there is a discrepancy between the project budget submitted with the grant application and actual expenditure, or if there are unspent grant funds, please explain. Also, please submit most recent completed fiscal year organizational income and expense statements (in-house statements are fine).

**Narrative Report**: *On a separate sheet*, submit a one-page narrative report on how the grant funds were spent and a description of your progress to date as it relates to your application’s *“Evaluation”* goals.