

Berea College Appalachian Fund

Serving Appalachian Since 1950

Grant Report Guidelines

The following guidance is intended to help you prepare a grant report that meets BCAF needs. If you already have an annual report or have another prepared report that covers the time period and information requested, you may submit it instead. Please address any items not covered separately. Be sure to include this cover sheet and required attachments. No further grant requests will be considered until a complete grant report is received.

ORGANIZATION

Name of organization

Contact person

Title

Phone

E-mail

PROJECT/PURPOSE

Project/program name (if applicable)

Purpose of grant:

Grant amount: _____ Grant period: ____ / ____ to ____ / ____

Period covered by this report: ____ / ____ to ____ / ____

This grant funded (check all that apply):

General operating support Project/program support Emergency support Capital funds

Please attach a brief report (**no more than three pages**) that addresses the following areas and questions, and **check each item that has been addressed**.

ACHIEVEMENTS

- *List the original goals and objectives of the grant and tell how they were met during this reporting period. Please include any specific outcomes included in your grant application.*
- *Describe significant organizational achievements and setbacks during the reporting period.*
- *Discuss significant board and/or staff changes.*
- *In what ways did the actual project vary from your initial plans?*
- *What difference did the grant make to your organization and for the population you serve?*
- *Describe any unanticipated benefits or challenges encountered during this project.*

EVALUATION

- *Explain how you measure the effectiveness of your program or organization.*
- *What are the most important outcomes and “lessons learned” from this project or program?*
- *If possible, provide a brief “human interest story” that illustrates a success of the project.*

FUTURE PLANS (Required only if you intend to apply for additional funding).

- *Does your organization have a strategic plan? If so, please attach it. If not, please describe how you determine future plans for the funded program.*
- *Briefly describe rationale for ongoing funding, expansion, replication or termination of the funded program.*
- *Please describe any changes occurring in your field or in your community that are likely to affect the future of your program in significant ways.*

FINANCIAL REPORT

- *How was the Appalachian Fund grant spent? (Show expenditure totals by line item).*
- *If any grant funds remain unspent, please note the amount and explain.*
- *Who else has funded this project or program and at what level?*
- *If you are reporting on a general operating grant, submit actual year-to-date income and expenses for the organization for the year in which the grant was used.*