

## Grant Summary Report Instructions

The Grant Summary Reports are available in an on-line format at [www.springfieldfoundation.org](http://www.springfieldfoundation.org) and can be accessed by clicking on the Grants Tab located at the top of the webpage and then by clicking on Resources. You will find everything you need under the Mid Term & Final Report Forms Section of the page including access to the online grant reports and the Program/Operating Budget Form.

You will notice that the on-line Report is referred to as an "Application". Please disregard this; the Form is designed with our Scholarship Application template and this terminology cannot be changed.

**Deadlines:** This report is to be submitted to the Springfield Foundation as instructed in your Grant Conditions.

### Section 1. - Instructions

Delivery: The report is to be submitted using the on-line format.

***Responses to the Narrative sections of the report are limited. Word counts are indicated for each response.***

### Section 2 - General Information

Fill in all fields with the requested information. Indicate any changes in address, contact person, or other details.

### Section 3 – Results

#### Data

Enter the demographic of the people you serve.

Enter the number of unduplicated people served by the program/project/activity.

Please provide an explanation of the metric you use to determine the number of people you served.

#### Outcomes

Outcomes/Goals: Refer to the original outcomes/Goals from your grant application. These outcomes should be what you are reporting on in the grant reports.

For each Outcome/Goal, enter the following information:

- Outcome or Goal.
- Activities that will lead to achievement of the Goal.
- Measurement of the activities' success.
- Desired results.
- Actual results.

### Section 4 – Reflection

#### Narrative

Provide brief answers or explanations to answer these questions about the funded program. Your responses to this section will help us understand specific successes or challenges associated with this project.

#### Lessons Learned

**(Only complete this section if this is your final grant report.)**

We are also interested in knowing what changes you might make to improve your program/project/activity and how this project could be carried into the future, or replicated at other locations.

## **Section 5 – Publicity**

We ask you to publicize grants from the Springfield Foundation so the community can learn about the ways we are working together. Credit is expected from all funded organizations, regardless of the dollar amount of the grant, or whether the funding supports a program, a project, general operations, or a capital campaign. We in-turn want to let our donors and the community know about the great things you're doing and to publicize our partnership with your organization.

Please provide a suitable photo of your program/project/activity that we can use in our printed materials, on our website and on social media.

In this section please tell us how you are publicizing the Foundation's involvement. If you have examples of publications in which the Foundation has been credited you can attach them here.

## **Section 6 – Financials**

### **Financials**

Attach a budget report that shows both budgeted and actual numbers for the program or project to date. . A budget format is provided by the Springfield Foundation, and can be found on the website in the resources section. If you prefer, you may use a budget format common to your organization as long as it addresses the items requested on the Foundation Budget form.

Please describe any "In Kind budget items or "Other" revenues and expenses in the section provided.

### **Future Plans**

Indicate your strategy for long-term funding for this program. If the activity is completed, you may indicate plans for maintenance.

## **Section 7 – Optional Narrative**

If you would like to provide additional, pertinent information about your program, project or organization, please use the space provided. Attachments are permitted.

**Questions? Contact:** Suzie Carey Director of Grants and Scholarships, The Springfield Foundation, 333 N. Limestone Street, Suite 201, Springfield, Ohio 45503, 937/324-8773, [susan@springfieldfoundation.org](mailto:susan@springfieldfoundation.org).