



## Grant Report

Check one: Interim Report

Final Report

Grant ID #:

Date Submitted:

Organization Legal Name:

Current Mailing Address:

City/State/Zip:

Director's Name/Title:

Project Contact Name/Title (if different from Director):

Phone Number:

Email:

Fiscal Sponsor Organization Name (if applicable):

Has there been a revocation of, or change in, your organization's (or the fiscal sponsor's) determination as an organization described in section 501(c)(3) of the Internal Revenue Code since your request for this grant?

No

Yes

If yes, please explain in a separate letter.

Grant was for:

General Operating

Project Support

Project Name:

Grant Amount: \$

Grant Period: from

to

## FINANCIAL REPORT:

1. Have the grant funds been fully expended? Yes No (If no, please explain).
2. **Attach financial report showing how these funds were expended.**

**NARRATIVE REPORT:** (Extend the space provided for your answers as needed).

1. Describe your accomplishments during this reporting period, relative to the agreed-upon scope of work. Explain how you are assessing impact and tracking progress toward your goals.

2. If applicable, describe how information derived from participant feedback is being used to improve your programs and services.
  
3. If you worked closely with other organizations within this scope of work, describe how you have collaborated to implement projects and achieve shared goals.
  
4. Describe any significant unanticipated challenges, proposed activities that were *not* completed and any emerging issues you want to share with us. Include any significant changes made to your organization and/or the funded program during the grant period.
  
5. Please feel free to provide the Foundation with any additional information relevant to the grant or organization that has not been requested. (***Please note:*** *If the grant supported a media project, we are interested in receiving additional information which could include: distribution/carriage; ratings; metrics; web usage; press mentions or other media coverage; audience feedback and evaluative data; use of materials by advocacy campaigns; policy changes as a result of investigative reports; and honors, awards or prizes for work).*

**Mail** all materials to: **Jon M. Jensen, Executive Director, Park Foundation, PO Box 550, Ithaca, NY 14851** or by email to [info@parkfoundation.org](mailto:info@parkfoundation.org). Our street address is **301 E. State St., Ithaca, NY 14850**. If you have questions, please visit [www.parkfoundation.org](http://www.parkfoundation.org) or call us at (607) 272-9124.