



306 S. Barstow, Suite 104, Eau Claire WI 54701  
**2009 GRANT REPORT FORM: DUE JUNE 1, 2010**

We are pleased to have made a grant to your organization in **2009** and look forward to receiving a summary of your progress on this project/program. ***Please complete and return this form*** upon completion of your project, or by **June 1, 2010**, whichever comes first. Timely submission of this report is required in order for your organization to remain in good standing with the Eau Claire Community Foundation for future granting. Limit your narrative report to four pages, and include any publicity that may have been generated by this grant. You may submit photos of your project for our file if appropriate, which we may use in future Eau Claire Community Foundation publications. If you have any questions, please contact the Foundation office at 715/552-3801 or [grants@eccommunityfoundation.org](mailto:grants@eccommunityfoundation.org). *Thank You.*

Organization Name: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date Grant was Awarded: \_\_\_\_\_ Amount of Grant: \_\_\_\_\_

Total Project Cost \_\_\_\_\_

Grant Project Starting Date: \_\_\_\_\_ Grant Project Ending Date: \_\_\_\_\_

Purpose of Grant: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature/Title

\_\_\_\_\_  
Date

**Program Evaluation: Please include comments to address the following questions:**

1. Please give a brief overview of the project/asset purchase. Did the project or purchase differ in execution from what was presented in the proposal? If so, how?
2. What were the successes and challenges you experienced in doing this project?
3. Will the benefits of the grant have a short or long-term impact? (For example, if the project were discontinued, which benefits would be sustained?)
4. What were the major benefits of this grant to your organization? To the community?
5. If the grant funds have not been spent and the grant purpose not completed, please explain why and provide a timetable for completion. Any extension beyond the deadline must be approved by the Foundation's Board of Trustees.
6. How did you publicize your project? (Please attach samples)

**Financial Evaluation**

7. Were the program/asset expenses within the projected amounts? What were the sources of funding and in what amounts? How were our grant funds used? Please attach a financial statement listing revenues and expenses.

**Project Continuation**

8. What is the future of this program? Will the project be continued? If so, how will it be funded?