Jefferson County Community Foundation

Guidelines for One-Year Grant Reports

The Jefferson County Community Foundation is pleased to support your work. As stated in the grant agreement, we ask that you complete this grant report fifteen months after receiving a grant. Our hope is that this is an opportunity to reflect and share your outcomes, your successes as well as challenges. Your input will help inform our grantmaking. Please email your completed report and budget as an attachment to: kris@jccfgives.org

Your grant report should be submitted in the following format:

Grant Report Date: Amount of Grant:

Date Grant Received:

Grant was used to support: (Place an 'x' on ONE line)

___ General Operating

___ Project (Specify):

___ Capital (Specify):

Planned Objectives vs. Actual Outcomes

1. Describe the planned objectives cited in your grant application.

2. Describe the progress you have made toward your desired outcomes.

3. Please give a brief explanation of any challenges or barriers you faced over the course of the year.

4. Any additional comments.

Planned vs. Actual Income & Expenses

1. How did your actual agency income and expenses align with your original plan? Please explain briefly.

2. If applicable, how did your actual project or capital income & expense align with your original plan? Please explain briefly.

3. Please include a copy of your project budget showing how the funds were spent. The budget can be pasted here or attached as an excel file.

Please Note:

- Grant reports must be current before any further funding will be considered.
- We would like to make the grant report manageable. Please keep the information condensed to no more than 4 pages including the budget.
- Please save your resources – do not send additional information such as DVDs, pamphlets, photographs, etc.