



# OXFORD AREA FOUNDATION

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*As specified in the grant award letter and contract, a grant report is due within 12 months of receiving funding. A grant report must be received prior to being considered for additional funding. Please use the guidelines below when submitting your report.*

## Grant Report Outline

- List the original goals & objectives of this grant. Were these goals met? What impact did this grant have on your organization, community & the specific population served?
- In what ways did the actual project vary from your initial project plans?
- If applicable, attached selected material related to the funded project: press or new items, brochures, letter of support, photographs, etc.

### Lessons Learned

- What are the most significant results gained from this project, both relative to your organization & the audience you serve?
- What are the most important lessons your organization has learned from this project?
- If you were to undertake this project again, what would you do differently?

### Financials

- Using the original budget included with your proposal, provide an itemized budget of actual expenses & income for the project. Provide narrative on any variances of 10% or greater from the original project budget.
- Include a detailed, complete accounting of how the specific grant dollars from this grantmaker were spent, including a project financial statement if appropriate.
- Who else has funded this project & at what level?