

**Rotary Club of Haddonfield Foundation**

**Grant Report Form**

Name of organization completing report (please list exact legal name):

\_\_\_\_\_

Address of organization: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Contact person and title (if not Executive Director): \_\_\_\_\_

\_\_\_\_\_

Have there been any changes to your organization's IRS 501(c)(3) not-for-profit status since your request for this grant? (yes or no): \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Project name or brief project description: \_\_\_\_\_

\_\_\_\_\_

Check one: General Operating \_\_\_\_ Project Support \_\_\_\_ Other (specify): \_\_\_\_\_

Grant amount: \$ \_\_\_\_\_ Grant period: from \_\_\_\_\_ to \_\_\_\_\_

Date of report: \_\_\_\_\_ Report due date: \_\_\_\_\_

Dates covered by this report: from \_\_\_\_\_ to \_\_\_\_\_

Check one:

This is an Interim Report (for projects of duration greater than one year only) \_\_\_\_\_

This is a Final Report \_\_\_\_\_

I. NARRATIVE — Two to five pages

A. If reporting for a *general operating grant*, please address the following:

- Organizational and/or programmatic achievements and setbacks; significant board and/or staff changes.
- How you measured the effectiveness of your activities; what you learned; and how you used or will use this information.

B. If reporting on a *specific project grant*, please address the following:

- The project description and how the project relates to your organization's mission.
- The project's goals and the success you had in meeting them. Have the project's goals been modified in any way? Describe the population served and how that population was affected by the project. How were other stakeholders affected? Any problems your organization faced when implementing this project, and how you resolved or attempted to resolve them.
- How you measured the effectiveness of your project; what you learned; and how you used or will use this information. Were there any unexpected results, negative or positive?
- Any changes in the original staffing pattern for the project.
- Any significant changes in your organization while implementing this project.

II. FINANCIAL

A. If reporting on a *general operating grant*, please submit the following:

- Your organization's statement of income and expenditures for the year in which the grant was used.

B. If reporting on a *specific project*, please submit the following:

- Your organization's statement of income and expenditures for the year in which the grant was used.

- Please provide project income and expenditure information compared to the approved project budget. If there are any major discrepancies, please explain.

- A list of all sources of income for the project with *amounts*.

C. Financial Attachments:

- Most recent financial statements, if not already provided.

- Most recent annual report, if not already provided.

III. ATTACHMENTS (optional)

- Publications, educational materials, news articles, videotapes, or other relevant materials about your organization or the funded project.

Rotary Club of Haddonfield Foundation  
P.O. Box 383  
Haddonfield, NJ 08033

(856) 795-7976