

THE  
**Allen Hilles**  
FUND

Today's Date: \_\_\_\_\_

Date Grant Received: \_\_\_\_\_

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

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

Name of Executive Director: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Program/Project Name (if applicable): \_\_\_\_\_

Grant Period: \_\_\_\_\_

Grant Amount: \$ \_\_\_\_\_

Type of Grant:  General Operating/Support

Project/Program Support

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Grant reports are due one year from the date in which the grant was received or at the time of your next application.* Please limit your narrative to a maximum of 4 pages total. Some questions may not apply to your grant.

If you are reporting on a **general operating grant**, please provide the following information:

- Describe organizational and/or programmatic achievements and setbacks during the grant period.
- Describe any significant board and/or staff changes during the grant period.
- Explain how you measured the effectiveness of your activities against your goals and objectives.
- What have you learned? What would you do differently?
- Please submit actual end of year income and expenses for the organization for the year in which the grant was used.

If you are reporting on a **project, program, capital** or **endowment grant**, please provide the following information:

- List the original goals and objectives of the grant and tell how they were met during this reporting period.
- Describe the impact that the project made on your organization, community, or population served.
- Did the project vary from your original project plans? If so, how and why?
- Describe any unanticipated outcomes, benefits, or challenges encountered with this project.
- If you were to undertake this project again, what would you do differently, if anything?
- What is your plan for this project in the future? Briefly describe rationale for ongoing funding, expansion, replication, or termination.
- Using the original budget included with your proposal, provide an itemized budget of actual expenses and income for the project for this period. Provide narrative on any variances of 10% or greater from the original project budget.
- Include a complete accounting of how the specific dollars from the Allen Hilles Fund were spent.
- Who else has funded this project, and at what level?