

**2020 FINAL GRANT REPORT FORM**

Please complete and return **upon 30 days of completion of the project but no later than December 18, 2020** to The Community Foundation, Attn: Krystal Davis, 541 Loyal Street, Danville, VA, 24541.

# Reporting Organization:

**Project Purpose:**

**Amount of Grant:**

**Date of Grant:**

1. **Fiscal report:** How were the funds expended? Please be as specific as possible by attaching a summary of expenses along with *copies of cancelled checks and receipts*. Any remaining or unaccounted for funds must be returned to the Community Foundation by December 18, 2020, as clearly stated in the Grant Agreement that your Board President signed.
2. **Impact Statement:** Please describe the impact the Foundation's grant had on your program as well as the community as a whole. **Attach one additional sheet of paper explaining the impact of these funds. Be specific. Give Examples. Address the following:**
	1. Need or opportunity that was met or problem solved.
	2. Outcomes – this includes increased knowledge or changed behavior and measurements used.
	3. Challenges encountered with the project/program and how they were met, etc.
	4. Additional information or comments.
3. Provide a one or two sentence statement sharing how this grant has changed or touched lives.

# Send photos of your grant project or general photos of your organization. Enclose a hard copy of the photo(s) or E-mail them to krystal@cfdrr.org if possible.

Person completing form: Title

Phone

Date