



Mail or email completed form to:
Community Foundation of Harford County
P.O. Box 612, Bel Air, MD 21014
Email: info@cfharfordcounty.org
Phone: 443.371.6062

POST-GRANT REPORT

A Post-Grant Report is due one year after a grant has been awarded, or before submitting a new grant application.

ORGANIZATION: _____

EIN: _____

AMOUNT OF GRANT: \$ _____ DATE OF AWARD: _____

PROJECT NAME: _____

Please briefly answer the following questions for this project / program:

1. **Accomplishments:** What were the goal(s), outcome(s) or objective(s)? Did you accomplish everything you hoped to accomplish? Will you continue this project/program?
2. **Funding:** How was the grant spent? Please summarize the total costs, what portion was covered by the grant and whether you received funding from other sources.
3. **Areas and Residents Served:** How did this project or program benefit the community? Please be brief but as specific as possible, in terms of who was served (age, geography, race, etc.).
4. **Publicity:-** Did you publicize the grant? Please describe how and, if applicable, include links for any stories, Facebook posts, newspaper articles, or other items that demonstrate your recognition of the Community Foundation. (You may also mail these materials, if desired.)
5. **Testimonials:** *OPTIONAL BUT RECOMMENDED.* Please share one or more testimonials and/or quotes from the constituents you served, telling the story of the good work your nonprofit is doing in our community, especially pertaining to your grant project. We would hope to share your stories/quotes on our website, on our Facebook page, in our annual report, etc. to further our mission.
6. **Photographs:** *OPTIONAL BUT RECOMMENDED.* Please upload any high-resolution (1MB+) photographs of your project/event that we can use to publicize the good work of your

organization. We would hope to share your photos via our website, Facebook page, annual report, and/or other publicity materials to help spread the word about your success.

- 7. **Comments:** Please share any other comments about your project.
- 8. We don't want to overburden grantees with paperwork. To that end, we ask: How long did it take you to complete this final report?

Please note: By providing photographs and testimonials, you are giving the Community Foundation of Harford County unlimited permission to use this information in any and all Community Foundation publicity materials for noncommercial, nonprofit use to further our mission.

GRANTEE:

By (authorized signature): _____ **Date:** _____

Printed Name: _____ **Title:** _____

Phone Number: _____ **Email:** _____