

**Grant Report Requirements**

1. **Cover Sheet**
	1. Begin with an [Ellbogen Foundation Grant Report Cover Sheet](https://ellbogenfoundation.org/wp-content/uploads/2021/03/JPEF-Grant-Report-Cover-Sheet.docx).
2. **Narrative**
	1. Share a brief overview of your organization, a summary of the project or program for which you were awarded funding or indicate that your request was for general operating dollars, and the essential outcome(s) of your work. It is helpful for the Foundation Board to have a refresher on what you do and why you do it.
	2. For each major grant-funded activity or for your general operations, please report:
		* The achievement of and/or progress toward goals and impacts identified in your grant request.

*Expected length: 2-3 paragraphs per goal from the grant request*

* + - All measures of impact and results of evaluation that frame how you know you were successful and achieved impact from grant activities. This narrative should align to those measures, evaluation processes and tools identified in your grant request.
		*Expected length:* *3-4 paragraphs*
		- What major lessons learned resulted from implementation and evaluation of grant activities during the last year? We are particularly curious about unintended outcomes as well as discoveries that led to a disruption or adjustment in your goals and activities.
		*Expected length: 1-2 paragraphs*
		- An overview of partnership and coordination that meaningfully contributed to the achievement of your goals and impacts.  *Expected length: 1-2 paragraphs*
		- A quote, story or testimony that captures the impact of the work that you are doing.
		*Expected length: 1 paragraph*
	1. Describe how grant funds were used in a short budget narrative that aligns to part III. Include information about additional funding including additional cash or in-kind contributions.
	2. Tell us about your sustainability plans to cover expenses and continue the project or program.
	3. Add additional information about your organization or project that you feel is pertinent to this report.
1. **Budget**
	1. Submit an [Ellbogen Foundation Grant Report Budget](https://ellbogenfoundation.org/wp-content/uploads/2021/03/JPEF-Grant-Report-Budget_03-2021.xlsx) of revenue and expenses for your funded project or program – including delineation of how Ellbogen Foundation funds were used.
	2. Share a statement of financial activities from the current fiscal year.