



## GRANT REPORT FORM COMMUNITY PARTNER

A final report submitted electronically to the foundation is due approximately four weeks after completion of the grant funded project (refer to your grant award letter for report due date). Failure to submit a final report will result in rejections of subsequent grant applications. If you need additional time to complete the project, please consult with, Rocio Tanus, EVP for Corporate Social Responsibility at [rociotanus@hope-2-others.com](mailto:rociotanus@hope-2-others.com), for approval and additional instructions.

The final report has three required components:

### 1. FINAL REPORT COVER SHEET

Complete the final report cover sheet form included in this packet.

### 2. QUESTIONS

Complete the questions section of the report, describing and evaluating the grant activities and accounting for the use of grant funds. The purpose of this section of the report is to both understand what impact the grant may have had on your program, your organization, or your constituents. Additionally, we want to learn about any opportunities and challenges encountered to help inform our foundation's grantmaking.

### 3. ORGANIZATION BUDGET SUMMARY FORM

Complete the Organization Budget Summary form included in this packet. This grant accounting should include the following:

- Grants and other income sources for your project/program. (Income)
- Budget (Expenses – B. Projected) as originally proposed, or as agreed in an approved modification;
- Expenditures of the Hope-2-Others grant funds (C. Actual Expenditures)

### 4. ADDITIONAL COMPONENTS & ATTACHMENTS

- Attach high resolution photos related to the project, if available (include photo credit for possible use by the Foundation for use on our website or in other printed materials).

### Submittal Instructions

The above items should be emailed as an attachment to [contact@hope-2-others.org](mailto:contact@hope-2-others.org). Include the name of your organization and the "type" of final report (i.e., program grants or disaster relief) in the email subject line. For example: *Any Baby Can's Final Report - Program Grant*

### Contact Information

For questions about the Hope-2-Others' grant programs, please contact Rocio Tanus, EVP for Corporate Social Responsibility at [rociotanus@hope-2-others.com](mailto:rociotanus@hope-2-others.com), for approval and additional instructions.



## FINAL REPORT COVER SHEET

Please complete the information below. As noted in your award letter, a final report is required no later than 30 days following the project completion.

### Organization Information

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

Grant Contact: \_\_\_\_\_ Contact's Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

### Type of Grant Received:

- Community Grant
- Disaster Relief

### Grant Information:

Award Date: \_\_\_\_\_ Award Amount: \_\_\_\_\_

Which geographic areas were impacted by this award? Please check all that apply.

- Texas
- Rio Grande Valley
- Canada
- Costa Rica
- Lebanon
- Mexico

Please certify that the Executive Director or CEO has read and approved this report by checking this box.

### ATTACH A DOCUMENT ANSWERING THE FOLLOWING:

1. Has the grant expanded or made a difference in the quality of the services that you provide and/or in your organizational effectiveness? If so, in what way(s)? If not, what circumstances or obstacles impeded or limited your work? (*no more than 350 words*)
2. What impact did the grant have on the population you serve? How were they involved in the planning, implementation, evaluation? (*no more than 350 words*)

3. What did you learn from your pursuit of the objectives that you established? Did you achieve your objectives? If not, what were some of the reasons why? *(no more than 450 words)*
4. What were the primary lessons that you and your staff learned from this grant project? How might they impact your future thinking, performance, or services? *(no more than 400 words)*

*If appropriate:*

5. If the project involved collaboration with other organizations, please comment on its effect on the project. *(no more than 250 words)*

**ORGANIZATION’S BUDGET WORKSHEET**

Please complete the budget page below. In column B, COPY the amounts of the projected income and expenses directly from your original application. In column C, provide your actual year-to-date income and expense figures.

**INCOME**

A. SOURCE	B. PROJECTED (\$)	C. ACTUAL (\$)	D. PENDING (\$)	NOTES
TOTAL INCOME:	\$	\$	\$	

List any in-kind (non-cash) contributions: \_\_\_\_\_

**EXPENSES**

A. EXPENSES	B. PROJECTED (\$)	C. ACTUAL (\$)	NOTES
TOTAL EXPENSES:	\$	\$	