



## Grant Report

Check one: Interim Report                      Final Report                      Grant ID #:  
Date Submitted:

Organization Legal Name:

Current Mailing Address:

City/State/Zip:

Director's Name/Title:

Project Contact Name/Title (if different from Director):

Phone Number:                                      Email:

Fiscal Sponsor Organization Name (if applicable):

Has there been a revocation of, or change in, your organization's (or the fiscal sponsor's) determination as an organization described in section 501(c)(3) of the Internal Revenue Code since your request for this grant?  
No                      Yes                      If yes, please explain in a separate letter.

Grant was for:

General Operating                      Project Support                      Project Name:

Grant Amount: \$                      Grant Period: from                      to

### FINANCIAL REPORT:

1. **Attach financial report showing specifically how these funds were expended.**
2. Have the grant funds been fully spent? Yes \_\_\_\_\_ No \_\_\_\_\_
3. If the grant funds have not been fully expended, please explain why.

### NARRATIVE REPORT: (Extend the space provided for your answers as needed).

1. Describe your accomplishments during this reporting period, relative to the agreed-upon scope of work. Explain how you are assessing impact and tracking progress toward your goals.

2. If applicable, describe how information derived from participant feedback is being used to improve your programs and services.
  
3. If you worked closely with other organizations within this scope of work, describe how you have collaborated to implement projects and achieve shared goals.
  
4. Describe any significant unanticipated challenges, proposed activities that were *not* completed and any emerging issues you want to share with us. Include any significant changes made to your organization and/or the funded program during the grant period.
  
5. Please feel free to share any additional information relevant to the grant or organization that has not been requested. *If the grant supported a media project we are interested in: distribution/carriage; ratings; metrics; web usage; press mentions/media coverage; use of materials by advocacy campaigns; policy changes as a result of investigative reports; and honors for work. However, because of our efforts to reduce our environmental impact and conserve resources, we appreciate receiving materials electronically or links sent via email. Please use your discretion regarding hard copies.*

**Optional:**

6. Do you have any feedback on your experiences working with the Park Foundation? We value your thoughts and ideas as we continually strive to improve the effectiveness and efficiency of our grantmaking process.

Mail all materials to: **Park Foundation, 140 Seneca Way, Suite 100, Ithaca, NY 14850** or by email to [tyc@parkfoundation.org](mailto:tyc@parkfoundation.org) or [info@parkfoundation.org](mailto:info@parkfoundation.org). If you have questions, please visit [www.parkfoundation.org](http://www.parkfoundation.org) or call us at (607) 272-9124.