COPPER SHORES
COMMUNITY HEALTH
FOUNDATION

GRANT REPORT FORM
(Grants over $2,500)

As a grantee, you are required to submit a progress report(s) and/or a final report. Please fill out the below form, attach your narrative and budget information, and submit the entire report to the Copper Shores Community Health Foundation. Your report is due no later than seven (7) days after the reporting period ends. *If a portion of your grant funding remains unexpended at the time your final report is due, please contact Copper Shores before submitting your report.* This report is available as a form-fillable PDF, which may be downloaded from the Copper Shores website (www.coppershores.org).

GRANTEE INFORMATION

Organization Name: _____

Organization Address: _____
                               Street/PO Box   *City*   *State*   *Zip*

Project Contact: _____
                      Name   *E-mail*   *Telephone*

Member authorized to submit report: _____
(e.g., CEO – see FAQs on website for acceptable signatories)   *Name*   *Position*

Authorized member's signature: _____

GRANT INFORMATION

Project Name: _____   Grant Date: _____

Grant Amount: $ _____   Project Start/End Dates: _____

Period Covered by Report: _____   Report Date: _____

PROJECT DATA

Please identify the counties, cities, and townships served: _____

_____

_____

Please identify the total number of people served: _____

Please identify the total number of households or families served: _____

Please identify and describe any additional data you feel is relevant: _____

_____
(Please attach additional page if necessary)

_____

NARRATIVE

All grantees (over $2,500) are required to submit a narrative with their progress report(s) and/or final report that answers each of the following questions/statements (1-10). If a question/statement does not apply to your project, please indicate this in your narrative. Please attach your narrative to this grant report form.

1) Briefly describe the project and its purpose.

2) Briefly describe your project as it is functioning at this time.

3) Have there been any changes in the focus of services provided since the inception of your project? If yes, please explain.

4) Describe your progress in meeting each project objective.

5) Have you encountered any problems in meeting your project objectives during the reporting period? If so, what actions have you taken to resolve any problems?

6) How are you assuring that you are providing quality services through your project?

7) What lessons have you learned thus far that will help you achieve your intended project outcomes? These should be both project-specific as well as broader lessons (e.g., best practices, cultural messages, and attitudes, etc.).

8) Explain any changes in community commitment or funding from the original proposal. Have you identified additional funding for this project for the current year or beyond?

9) Identify the members of your project network. Do you anticipate new members joining your project? If so, please list names and affiliations.

10) Please share any additional information you feel would provide us with a more complete understanding of the project's scope and successes.

In addition to the above questions, all grantees submitting a final report must also answer questions 11-15.

11) What unanticipated results, positive or negative, have you encountered and how have you addressed these?

12) What difference has the project made in your community and for the population you are serving? Provide specific outcome results and/or data to support your impact.

13) What has your organization learned from this project?

14) In what ways do you plan to share the results of this project? How might Copper Shores assist in promoting replication of your project in other communities?

15) Describe your plans for sustaining or expanding this project, including funding sources.

BUDGET INFORMATION

All grantees (over $2,500) are required to submit the following budget information with their progress report(s) and/or final report. Please attach the budget information to this grant report form. *If a portion of your grant remains unexpended at the time your final report is due, please contact Copper Shores before submitting your report.*

1) A copy of your approved project budget.

2) A list that identifies actual expenditures of Copper Shores grant funds used during the reporting period (if there are any differences between the approved budget and actual expenditures, please explain).

3) A list that identifies any additional funding for your project that was received during the reporting period (please indicate the funding source, amount, and designated use of those funds).

GRANT REPORT SUBMISSION

All grant reports must be received in the Copper Shores office no later than seven (7) days after the reporting period ends. All electronic submissions must be in PDF format. Copper Shores will not accept incomplete reports. If a grantee submits an incomplete report, Copper Shores may request the grantee to revise and resubmit. Return completed reports to:

Copper Shores Community Health Foundation   P: 906.523.5290
400 Quincy St.   F: 906.523.5925
Hancock, MI 49930   E: grants@coppershores.org (as a PDF)

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Approved by: _____   Date: _____

Signature: _____   Title: _____

Notes: _____

_____

_____