

[INSERT YOUR ORGANIZATION'S LOGO]

DRF GRANT REPORT

**Please have a copy of your Grant Application and Grant Letter of Agreement on hand to draft your report. If you require a copy of these materials or have any questions concerning your grant report, contact the Daniel Rudd Fund (DRF) at danielruddfund1@gmail.com.*

Based on advice from our grant recipients, we have indicated an approximate word count for each answer. However there is no need to be constrained by this.

Grant Description

Name of Organization:

Mailing Address:

Telephone Number:

Name, Title and Email of the Person Responsible for Overseeing this Project:

Project Title:

Project Duration:

Project Dates:

Reporting Schedule (The due date for your project report is given on the award letter and on the Grant Agreement.)

Grant Amount:

Total Project Budget:

Additional Sources of Funding (if applicable):

Description of Outputs and Outcomes

The answers to these questions provide an overview of the original intent of the grant and compares how the project has done so far versus what was initially intended. They also provide insight into how this grant has affected the community you serve and your organization at this point.

Please describe specifically what you aimed to accomplish with your project. (This content appears in the Program Description section of your Grant Application) *ABOUT 100 WORDS*

What progress was made toward realizing these goals during this Reporting Period? (These are the goals referred to above.) *ABOUT 200 WORDS*

Did you make any changes to your planned outputs, expected outcomes, timelines or budget items? If so, describe the changes and note the reason(s) for the change(s). *ABOUT 100 WORDS*

Lessons Learned

This section is intended to encourage you to reflect on what you have learned from this grant so far and to think about whether this learning points you toward making minor or major adjustments to your organization programmatically or changes in resource allocation.

What were the primary lessons that you, your staff and/or volunteers learned from this project during this Reporting Period about your organization and/or the clients you serve? How might they impact your future thinking, performance, or services if you were to continue your program? *FROM 200-300 WORDS*

Future Plans

These questions allow us to get a sense of the legacy of a grant. We are interested in knowing if a program or project will continue or not, and if it will, how you intend to secure financing for it after funding from the DRF ends. We also want to find out how others will have an opportunity to learn from the efforts of this grant.

If you noted in your Grant Application that you planned to contact one or several funding organizations to secure financing to sustain or expand this program/project, what have you done in this Reporting Period to accomplish this milestone? (Please refer to the content mentioned in the Other sources of income section of your Grant Application) *ABOUT 100 WORDS*

Other Comments

We are interested in finding any opportunities to improve how we operate. Your feedback will be considered and is very much appreciated!

Tell us whether the Fund can provide you with any type(s) of non-financial supports that could facilitate your work on this project (capacity-building, knowledge-sharing session, introductions, or resources). *ABOUT 100 WORDS*