



## FOUNDATION FOR METROWEST

Grant reports are due within 9 months of the date the grant was awarded. ***Grant reports must be completed before any future applications will be reviewed.***

Date of Report:

Date Grant Awarded:

Amount of Grant: \$

### Organization Information

Name of Organization:

Address:

City:

State:

Zip:

Phone:

Website:

Contact person:

Phone:

E-mail:

Your report should be based on the proposal description and proposal budget submitted in the grant application. Please give us your candid responses to the questions below which will assist us in determining how best to support nonprofits in our region. We are as interested in what did not work as what did, and the lessons learned from your experiences.

### Grant Information

**Grant Type:**

Arts & Culture

Environment

Family Support

Youth Development

**Please keep all narrative answers to less than 200 words.**

Brief description of grant:

<b>Grant Results</b>
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1. Please refer to the goals and objectives as originally stated in your proposal.  
Which goal was the single most important to the success of your grant?

What were your major accomplishments?

2. Describe the population served and community impact of the funded proposal.

Check as many as apply:

Approximate number of people served:

Elders

Male

Children/Youth

Female

Persons with Disabilities

Immigrants

Other:

Please use the space below to further describe the population served.

Communities Impacted by this proposal. Check as many as apply:

Acton

Hudson

Sherborn

Ashland

Lexington

Southborough

Boxborough

Lincoln

Stow

Carlisle

Marlborough

Sudbury

Concord

Maynard

Walpole

Dedham

Medfield

Waltham

Dover

Medway

Wayland

Framingham

Milford

Wellesley

Harvard

Millis

Westborough

Holliston

Natick

Weston

Hopkinton

Needham

Westwood

3. What methods did you use to evaluate the described project?

Were these the same methods proposed in the grant application?  
If not, explain.

4. Were there any unanticipated results, either positive or negative?  
If yes, please describe.

Describe any changes you might make based on these results.

6. Please describe the impact of the grant on your organization. In what ways do you plan to build on or adapt your program based on this impact?

<b>Publicity Guidelines</b>
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This year, we requested that you follow our publicity guidelines. Please attach a copy of any press releases you sent out about the grant project, subsequent media attention and press you received (i.e. newspaper articles, articles in newsletters, etc.), and a copy of any materials you developed for the grant (i.e. brochures, programs, flyers).

We also requested that you link to us from your website, please enter in the page from your site that does this.

<b>Financials</b>
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1. Please attach a completed budget comparing your actual expenses and revenue with what you proposed in your original application.
2. Does your completed budget differ significantly from your proposed budget? Yes/No  
Describe the differential.
  
3. Did you receive additional funding for the proposed grant?  
If yes, please list.