

# THE O'GRADY FOUNDATION

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## FINAL REPORT FORM

Date of Report \_\_\_\_\_

**INSTRUCTIONS:** Please type and single-space all reports. Answer all of the questions in the order listed. Use headings provided. Submit only one copy electronically.

Name of organization/artist grantee \_\_\_\_\_

Name of artistic or executive director \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Project/program name (if applicable) \_\_\_\_\_

Purpose of grant \_\_\_\_\_

Grant period (month/year) \_\_\_\_\_ to \_\_\_\_\_

Grant amount \_\_\_\_\_

Signature of executive or artistic director or fiscal sponsor \_\_\_\_\_

Date \_\_\_\_\_

Type or print name, title, organization or fiscal sponsor \_\_\_\_\_

# Narrative Report and Financial Report Requirements

## NARRATIVE REPORT

To be completed in **not more than two single-spaced pages** and submitted electronically.

1. Refer to the original goals/objectives of the grant, and explain how they were met during this reporting period.
2. Variance from original project plans often occurs. In what ways did the actual project vary from your initial plans?
3. Describe any unanticipated benefits or challenges encountered. Will you do anything differently in the future as a result?
4. Please scan no more than [10] selected materials relating to the funded project or program such as press or news items, brochures, programs, or photos.

## FINANCIAL REPORT

**To be completed in no more than one page.**

Using the original budget included with your proposal, provide *actual* expenses and income (list specific funding sources) for the project for this period. Provide narrative on any significant variances from the original project budget.

## COMMENTS

Please share any thoughts about how this grantmaker could be helpful, either in the funding process or in other ways.