

**The O.P. and W.E. Edwards Foundation, Inc.**  
**PO Box 2445**  
**Red Lodge, MT 59068**  
**Tel. (406) 446-1077 info@opweedwards.org Fax (406) 446-1363**  
**Opweedwards.org**

## **On-Line Annual Grant Report Questions for Large and Small Grants**

### **Large Grants**

O.P and W.E. Edwards Foundation annual grant report form for grants over \$5000.00. Grants of \$5000 or less may use the small grant report form. Please fill out sections to the best of your ability making sure to enter information into the required fields (\*). For multi-year grants, additional information is required in the section at the bottom of the form. Please feel free to contact us if you have any questions.

### **Progress made\***

Please provide a description of the progress you have made toward achieving the goals and objectives of your project. This may include quantifiable attributes, e.g. the number of youth served, or unquantifiable attributes, e.g. the morale and attitude of students.

### **Challenges**

Provide a candid description of any set-backs, learning experiences or challenges met in the past year.

### **Expenditures\***

Provide a list of expenditures made from the granted funds.

### **Changes**

Provide a listing of any changes in relevant personnel, locations, 501(c)3 status, etc.

### **Future**

Provide any objective and/or goals for the future and tell us how they will be accomplished.

### **Other information**

While not required, we love to receive pictures, stories, newsletters, artwork, clippings, etc.

**Multi Year grants** The following must be supplied before funds for the

next year's support can be provided.

**Financial statement.**

Provide a copy of your most recent year-end financial statement.

**Agency budget**

Provide a copy of your current agency budget. Please note, to protect your organization's status as a 501(c)3, the Edwards Foundation cannot be the sole supplier of 33% or more of your organization's income.

**Project budget**

If this grant is supporting a specific program or project, provide a copy of the program or project's budget.

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**Small Grants**

O.P. and W.E. Edwards Foundation's small grant report form. The following report form is for grants of \$5000 or less. You may use the longer report form if you would like, but the following form is all we really need. Please fill out sections to the best of your ability making sure to enter information into the required fields (\*). Please feel free to contact us if you have any questions. Note: For Minnesota Day Care Centers taking part in the Native American Child Care scholarship program, there is a separate quarterly report form for you. Please do not use this form.

**Report Summary\***

Please provide a brief explanation of how the grant money was used. Include how the goals and objectives of the grant were met or not met, any obstacles met along the way, lessons learned, population served, etc.

**Expenditures\***

Please list all expenditures made from the granted funds.

**Other information**

Please enter any other information you would like to include in this grant report (e.g. pictures, artwork, letters).

**Updates**

Please provide us with any relevant personnel or business updates. You may enter this in the box below or upload a file.