



Annual Grant Report Questions for Large and Small Grants

Large Grants

O.P and W.E. Edwards Foundation annual grant report questions for grants over \$5000.00. Grants of \$5000 or less may use the small grant report questions in the next section. Please fill out questions 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.

Annual Grant Report

***Number of youth** - How many unduplicated youth were served by your organization or project over the course of this grant? If your organization is not working with youth, please explain who your organization or project served (qualitatively and quantitatively). (200 character limit)

The next five questions are from [Charting Impact](#) which “addresses the need for organizations to have a simple, easy-to-use approach for considering and communicating their intended impact. Responding to the five simple yet powerful questions at the heart of Charting Impact provides to donors, stakeholders, and the public a concise narrative about organizations’ plans and progress.” (Charting Impact -a strategic alliance of BBB Wise Giving Alliance, GuideStar USA and Independent Sector, 2012) If you have already completed a Charting Impact Report, you may submit a copy in lieu of answering these questions.

***What was your organization aiming to accomplish with this grant?**

Please be as concise as possible. (5000 character limit, 1MB file upload limit)

***What were your strategies for making this happen?**

Please be as concise as possible. (5000 character limit, 1MB file upload limit)

***What were your organization’s capabilities for doing this?**

Please be as concise as possible. (5000 character limit, 1MB file upload limit)

***How did your organization know if you were making progress?**

Please be as concise as possible. (5000 character limit, 1MB file upload limit)

***What have and haven't you accomplished so far?**

Please be as concise as possible. (5000 character limit, 1MB file upload limit)

***Challenges**

Provide a candid description of any set-backs, learning experiences or challenges met during the course of this grant. (5000 character limit, 1MB file upload limit)

***Expenditures**

Provide an accounting of expenditures made from the granted funds. ((5000 character limit, 1MB file upload limit)

Changes

Provide a listing of any changes in relevant personnel, locations, 501(c)3 status, etc. (5000 character limit, 1MB file upload limit)

Other information

While not required, we love to receive pictures, stories, newsletters, artwork, clippings, etc. (5000 character limit, 3 MB, 1MB and 1MB file upload limit)

Multi Year grants The following must be supplied before funds for the next year's support can be issued.

Financial statement.

- a one-page summary of actual income and expenses for the past complete fiscal year (2MB file size limit)
- a one-page listing of funding sources and amounts received from these sources over the past fiscal year. (2MB file size limit)

Current Agency Budget - Provide a copy of your current agency budget for the fiscal year over which the majority of this grant installment will take place. **The budget should include projected income as well as expenditures.** In-kind donations should be indicated as such. We understand that income projections are difficult but we want to make sure that you have really thought about how you are going to raise the money to run your organization. (2MB file size limit)

Budget Narrative- If you have a budget narrative to help explain your current agency budget, please upload it here. (2MB file size limit)

Project/Program budget (if applicable)- A program/project is separate from your agency budget and only includes funds applied to the program or project for the fiscal year over which the majority of this grant will take place. **The budget should include projected income as well as expenditures** and in-kind donations should be indicated as such. We understand that income projections are difficult but we want to make sure that you have really thought about how you are going to raise the

money to do this project. (2MB file size limit)

Project/Program Budget Narrative- If you have a budget narrative to help explain your project/program budget, please upload it here. (2MB file size limit)

Small Grants

The following report questions are 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.

***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 provide an accounting of 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.