



General Fund Reporting Worksheet

We prefer that applications and reports are submitted on-line through our grants management software called GLM. While we will still be accepting reports via the mail and email, we encourage you to use the on-line system in an effort to cut down on paper use and streamline the granting process. If you are submitting a report via mail or email, please go to the bottom of this document for submission information.

If you are submitting an application for another year of funding, we encourage you to submit your report for the previous year's grant by filling in the reporting questions at the end of the application. You can find these questions at the end of the application worksheet. If you would like to submit the report separately or are not submitting an application and need to submit the report separately, please let us know so that we can make the form available to you. Please use the questions below to prepare.

We encourage you to prepare your report in a word processing program first and then paste it into the on-line form.

Character limits include spaces. The program will warn you if you have exceeded the limit and will not save text beyond the character limit. The average single spaced page contains about 3000 characters.

The program will warn you if your file size exceeds the file size limit. Please see the frequently asked questions on our webpage for ways to deal with this.

* Indicates a required question

Please go to our website for instructions and links to log in to our on-line grants management software.

Contact Information Update

Let us know if any changes need to be made to the Organization and Personnel contact information.

Reporting Questions Character Limit for each question: 10000

Purpose and Progress*

Tell us about last year's grant. What were you trying to achieve? What progress did you make?

Challenges*

What challenges did you encounter last year? How did you deal with them or what plans did you make?

Expenses* File upload limit: 2MB

Please include a list of expenditures made from this grant.

Future*

What are your plans for the future? What do you hope to accomplish in the next year or so?

Other Information

Please provide any additional information if you would like. While not required, we love to receive pictures, stories, newsletters, artwork, clippings, etc

Submission via email or mail

We really encourage you to submit applications and reports via our on-line grants management software. However, we will still accept things that are submitted via email or mail. These documents will then be uploaded into the on-line system by our staff. We can not guarantee that formatting, etc. will be maintained. Please use the questions above to develop your report. Reports can be emailed to ahyfield@opweedwards.org or mailed to:

O.P. and W.E. Edwards Foundation
PO Box 2445
Red Lodge, MT 59068

If you have any questions during the reporting process, please feel free to contact us.