

## **GRANT REPORT**

The Green Foundation is pleased to have made a grant to your institution and we look forward to receiving a report of your work. The Foundation has implemented this reporting structure to (a) better evaluate the impact of the grant on your institution and (b) evaluate our success as a philanthropic organization. We are committed to being a learning partner alongside our grantees; this reporting structure will help us achieve that. We ask that you view this report as an opportunity to be reflective about the grant and your institution as a whole.

Please categorize your report into the following three sections and address each item within the section. Please title your report with your institution's name and the date and size of your grant.

### **I. Outcomes and Impact – Proposed to Actual**

- You had initial thoughts about the outcomes you wanted to achieve through a grant. Have these outcomes been realized? Describe them.
- What impact has this grant made on your institution, including your staff, board and constituency? How did you measure the impact?
- If you have received more than one grant from The Green Foundation, please describe if our cumulative support of your institution has made a difference beyond the outcomes from each individual grant.

### **II. Process**

- We understand that variance from original plans often occurs. Did your grant vary from your initial expectations? How?
- What were the key factors contributing to the success or failure of your grant?
- Will you and your institution do anything differently in the future as a result of your grant?

### **III. Financial – Proposed to Actual**

- How were the funds from this grant used? Include a financial accounting of your grant expenditures.
- Were there unspent grant funds, please explain.

Please send via email as an attachment one copy of your completed report.

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