



## Grant Report Form

The Grant Report Form consists of three sections.

1. Section I is a cover sheet that asks for general grant information.
2. Section II is a narrative. It consists of a series of questions that have been designed to prompt your reflection and report on your experiences and learning and to assist both you and the funding source in monitoring and assessing your grant experience and outcomes.
3. Section III is a financial report that provides an accounting of your expenses.

The report is to be signed by both the pastor or camp executive director and board chairperson. If you have questions regarding the completion of the form or would like to attach additional materials, contact the grant administrator. Return the completed form to BFIA Fund, [BFIAFund@brethren.org](mailto:BFIAFund@brethren.org)

### 1. General Information

#### Congregational/Camp Information

Date:

Congregation or Camp:

District:

Pastor or Camp Director:

Contact (if other than pastor or Director):

Phone:

Email:

#### Grant Information

Amount of Grant:

Project Name:

Purpose of Grant:

### 2. Grant Narrative

- Has the grant expanded or made a difference in the quality of the services that you provide and/or in your organizational effectiveness? If so, in what way(s)? If not, what circumstances or obstacles impeded or limited your work?
- What impact did the grant have on the population you serve? Your staff? The community?
- What progress have you made toward your original goals and objectives?
  
- What group(s) worked on this project? How did you partner with each group?
- How did this grant make a difference to the organization (congregation or camp) as a whole?

- a. Attach client testimonies, stories reflecting this impact. (Optional)
  - b. Attach photos of staff/program environment. (Optional – If clients are included in any photos, please obtain their written permission to use the photo in the Messenger, Newline, and on [www.brethren.org](http://www.brethren.org) )
- What have you learned and what would you do differently?
  - what is the plan to sustain the program/organization in the future?

### **3. Financial Report**

Account for all project expenses by placing them in line item categories. Provide a three-column financial report that represents: a) the projected budget of expenses (This should be taken from your grant proposal.); b) the actual expenses; and c) the difference between the two.