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**Burlington Foundation
Grant Recipients Report
2018-19 Community Fund Larger Grantmaking Program**

GRANT REPORT CHECKLIST

Within 30 days of project completion, Community Fund Larger Grant Recipients are required to submit the following documents:

- **Report Form**
 - Completed 2018-19 Community Fund Larger Grant Report form
- **Revenue and Expense Budget**
 - Final revenue and expense budget for the grant project, indicating sources and amounts of all funds obtained and costs incurred. This needs to be provided based upon the budget submitted—providing a comparison of what you proposed to do against what actual costs and revenues were
- **Photos**
 - Please share at least one photo of your project

UPDATES AND SUCCESSES

Along with your report, we would like to be able to share the story of your project and your successes.

Please send updates and successes to info@burlingtonfoundation.org at any time through the project period, or if you prefer, as part of your report. Examples include:

- Approved community impact photographs – please send electronically in jpg format – we may use these for a variety of Burlington Foundation communication purposes such as our website, newsletter and annual report
- Copies of media and/or social media coverage
- Letters of support, personal stories, testimonials
- Newsletters
- Videos -- please include details, publication dates, and relevant permissions for re-broadcasting of videos for communication purposes.

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2018-19 Community Fund Larger Grant Report Form

BASIC INFORMATION

Date:

Name of Organization:

Project Title:

Funding amount received:

Report Contact Person:

Title:

Telephone:

E-mail:

If more than one organization is involved in preparing this report, please provide the names of both organizations and report contact people.

REPORT QUESTIONS

Wherever possible, please compare the content provided in your application, (or if you received partial funding, the revised content on your grant confirmation form), and the goals you proposed to achieve, with the actual outcomes. In instances when the results are different than expected, please explain what caused the change. Providing facts and measurements are key to the report.

1. What was the purpose of your project? Did the purpose of the project change? Describe your overall results.
2. Describe the impact of your project on the group or priority area(s). How successful were you in addressing the need, based on your expectations?
3. What was the actual time frame of the project?
4. Please provide details of the project's successes, results and achievements. How have you impacted our community?
5. Who has been involved in leading, participating in and funding the project? Are members of the staff team, and/or volunteers involved? How has being involved in the project impacted these people?



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6. Were there partners involved? Did any new partnerships arise? How have these partnerships helped you with the project and have they provided additional, longer term impacts for your organization or the people you serve?
7. What are measurable results of this project? Please be as specific as possible.
8. Describe key learnings that have come from the project or activity. Are there things you would do differently, change or address in a different way?

OTHER INFORMATION

Is there any other information you would like to share with us that has not been covered? Please include additional documents that you feel are relevant or informative, or, note additional information here.

Thank you for the work you do to support our Burlington community.

BURLINGTON FOUNDATION RECOGNITION

Burlington Foundation appreciates recognition of our grant support in all marketing and publicity materials relating to the funded project. If you require a copy our logo, please contact lheron@burlingtonfoundation.org.

QUESTIONS? COMMENTS?

Contact us at info@burlingtonfoundation.org