

ANNUAL GRANT REPORT

Grant Fund:

Instructions: Submit this signed form with the grant report narrative and attachments one year from the date of your grant award. A cover letter is not required.

Organization Name:

Website: **EIN:**

Report Contact & Title:

Phone: **Email:**

Dates Covered by This Grant:

Type of Grant: General Operating Program Capital Other _____

Grant Amount: \$

Program/Project Name (if applicable):

Brief Summary of the Grant Purpose:

Have there been any changes to your organization's federal tax-exempt status since you were awarded this grant? No Yes (Explain in the narrative section)

By signing below, I certify that the information contained in this report is true and correct to the best of my knowledge.

Reporter

Date

GRANT REPORT NARRATIVE

1. Impact Statement

Describe what has changed for your organization because of this grant.

2. Impact Story

Please share a story that reflects the impact of your work in the community because of this grant.

3. Other Comments (if applicable)

4. Picture

Please upload up to two press quality photos (“Press Quality” means that photos should be over 1200×1200 pixels, in JPEG or TIFF format. Setting your digital camera to “Highest” quality or similar will usually satisfy this requirement) involving your organizations grant work. Please make sure that the people in the photos have signed a photo consent form granting the Foundation full rights to use the image in our publications (printed, social media and press releases).

Instructions

- Upload your photos with your grant report and e-mail to etatman@ppcf.org.
- Include the words **Grant Report and the (Fund name)** in the subject field of your e-mail.
- If your e-mail is to large, it is okay to send multiple e-mails.

If you have questions about the submission of this report, please contact Eula Tatman at etatman@ppcf.org or call 719.445.0602.