



## Final Grant Report

Fund Name \_\_\_\_\_

**Instructions:** Submit this signed form with the grant report narrative and attachments by the date indicated by the funder. A cover letter is not required.

Legal Name of Organization \_\_\_\_\_

Mailing Address, City, State, and Zip \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ EIN \_\_\_\_\_

Report Contact & Title \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Grant Award \_\_\_\_\_

Type of Grant:  General Operating  Program  Capital  Other \_\_\_\_\_

Grant Amount \_\_\_\_\_ Grant ID Number \_\_\_\_\_

Program/Project Name (if applicable) \_\_\_\_\_

\_\_\_\_\_

Summary of Grant Purpose \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have there been any changes to your organization’s federal tax-exempt status since you were awarded this grant?  No  Yes (Please 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.

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CEO/Executive Director

Date

### Grant Report Narrative

**Instructions:** The answers to the grant report narrative must relate directly to the funded grant. Please briefly describe your project with an attached document.

**1. Progress and Results**

Describe the progress made toward your organization’s mission because of this grant.

**2. Program Budget**

In detail, please describe how your organization used the grant funding.

**3. Additional Information**

Please share a story that reflects the impact of your work in the community. Also, please submit up to two press quality photos\* involving your organization’s grant work.

Note: “Press Quality” means that photos should be over 1200×1200 pixels, in JPEG or TIFF format. Setting your camera to “Highest” quality [or similar] will usually satisfy this requirement.

*\*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).*

After completing this report, please return to [grants@ppcf.org](mailto:grants@ppcf.org). Do not send any additional materials not requested in the report. Thank you for the work you do in our community!