

GRANT FOLLOW-UP REPORT FORM

(Grants under \$2,500)

As a grantee, you are required to submit a follow-up report. Please fill out the below form; attach your narrative, purchase receipts, and project publicity material; and submit the entire report to the Portage Health Foundation (PHF). The report is due no later than 30 days after the grant period ends. *If a portion of your grant funding remains unexpended at the time your follow-up report is due, please contact PHF prior to submitting your report.* This report is available as a form-fillable PDF, which may be downloaded from PHF's website (www.phfgive.org/grants.php).

GRANTEE INFORMATION

Organization Name: _____

Organization Address: _____
Street/PO Box *City* *State* *Zip*Project Contact: _____
Name *E-mail* *Telephone*Member authorized to submit report: _____
(e.g., CEO – see FAQs on website for acceptable signatories) *Name* *Position*

Authorized member's signature: _____

GRANT INFORMATION

Project Name: _____ Grant Date: _____

Grant Amount: \$ _____ Project Start/End Dates: _____

Report Date: _____

PROJECT DATAPlease identify the counties, cities, and townships served: _____

Please identify the total number of people served: _____

Please identify the total number of households or families served: _____

Please identify and describe any additional data you feel is relevant: _____

_____*(Please attach additional page if necessary)*

NARRATIVE

All grantees (under \$2,500) are required to submit a narrative that answers each of the following questions/statements. Please attach your narrative to this grant follow-up report form.

- 1) Describe or share participants' reactions to this project.
- 2) Describe what your organization learned from this project.
- 3) What outcomes or results came from this project? These can be both expected and unexpected outcomes/results.
- 4) Please share any additional information you feel would provide us with a more complete understanding of the project's scope and successes.

ADDITIONAL INFORMATION

All grantees (under \$2,500) are required to submit the following information with their grant follow-up report form:

- 1) Purchase receipts for project materials that utilized PHF funding.
- 2) Copies of printed materials, publicity, and any news/media coverage for this project.

GRANT FOLLOW-UP REPORT SUBMISSION

All grant follow-up reports must be received in the PHF office no later than 30 days after the reporting period ends. All electronic submissions must be in PDF format. PHF will not accept incomplete reports. If a grantee submits an incomplete report, PHF may request the grantee to revise and resubmit. Return completed reports to:

Portage Health Foundation
400 Quincy St., PO Box 299
Hancock, MI 49930

F: 906.523.5925
E: info@phfgive.org (as a PDF)

DO NOT COMPLETE – PHF USE ONLY

Approved by: _____ Date: _____

Signature: _____ Title: _____

Notes: _____
