

**NELLIE LEAMAN TAFT FOUNDATION  
GRANT REPORT OUTLINE**

Thank you for being a good steward of Nellie Leaman Taft Foundation grant dollars. Please submit a narrative report in Word or PDF format (not to exceed two pages) that includes the information outlined below (you may add attachments as noted below). A final grant report must be received before a new application can be considered. Organizations that received grants in 2019 are not eligible to apply until 2021. Please submit a progress report if your project will not be completed by September 1, 2020; otherwise, please provide a final report by September 1, 2020.

Please email your report and direct questions to:

Annemarie Henkel, Lead Grants Manager  
Nellie Leaman Taft Foundation  
c/o Ignite Philanthropy Advisors  
513-381-1848  
[ahenkel@ignitephilanthropy.com](mailto:ahenkel@ignitephilanthropy.com)

**Date Due: September 1, 2020**

**Please do not exceed two pages plus attachments.**

<b>Organization</b>	<b>Contact Person</b>
<i>Name</i> <i>Address</i> <i>Telephone</i> <i>Website</i>	<i>Name</i> <i>Title</i> <i>Email</i>
<b>Project Title</b>	<b>Grant Amount \$</b>
<b>Date Grant Received:</b>	<b>Purpose of Grant:</b>
<b>Check One:</b> <b>Final Grant Report</b> <b>Progress Report</b>	

1. **What progress has been made on the project supported by the Nellie Leaman Taft grant?**  
Include detailed information on program accomplishments and outcomes, number of participants, number of volunteers, results achieved.
2. **At what point is the project in terms of its original timetable?**  
Discuss any unexpected developments or delays.
3. **To what extent has the project met its financial goals?**  
Include a grant expenditure report (attach as a separate income/expense project budget), listing sources and amounts of any other funds received for the project. Please also include your total organization's most recent monthly financial statement as an attachment.
4. **How have you attempted to evaluate the success of the project, and what are the results of those evaluation efforts?**
5. **Please provide details regarding any significant changes or developments during the reporting period in terms of your key staff, board membership, program focus and funding.**
6. **If you have gained new insights that might be of use to the Nellie Leaman Foundation in its future grant making efforts, please summarize them briefly.**
7. **You are welcome to include press clippings in PDF format and/or photographs (jpgs) generated by this project.**