

**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 2020 are not eligible to apply until 2022. Please submit a progress report if your project will not be completed by September 1, 2021; otherwise, please provide a final report by September 1, 2021.

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

Date Due: September 1, 2021

Please do not exceed two pages plus attachments.

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

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.**