



## GRIGG LEWIS FOUNDATION, INC.

### 2020-2021 GRANT FOLLOW UP REPORT - INSTRUCTION SHEET:

Our Follow Up Grant Report now consists of three sections:

**Section I:** is a cover sheet asking for general grant information. You may type directly onto this sheet.

**Section II:** is a narrative. It consists of a series of questions that have been designed to prompt your reflection and report on your experiences and learning, and to assist us both in monitoring and assessing your grant experience and outcomes. Please draft your narrative separately, in paragraph form, and number the answers to your questions.

**IN ADDITION: please attach a financial report that provides an accounting of your expenses. Use the below guidelines to draft your report:**

**A. Report:**

Your expense report should:

1. Account for all project expenses by placing them in line item categories (See “B.”)
2. Provide a three-column financial report that represents: a) the projected budget of expenses (this should be taken from your grant proposal); b) the actual expenses; and c) the difference between the two.
3. Provide a total for each column.

**B. Items to Be Included:**

The following information should be included in your expense report.

1. Heading: Specify the grant period (e.g., January 1, 2021 – December 31, 2021)
2. Expenses: Following is a list of possible line items for your grant expense report. Add any additional items that are relevant to your particular program or capital project. Your line items should be the same as in the original proposal.

*Personnel Costs*

Salaries and wages by individual position, specifying full or part-time positions  
Payroll Taxes  
Fringe benefits and related costs  
Consultant and professional fees (e.g., accounting, legal, etc.)

*Operational Costs*

Equipment  
Supplies  
In-kind expenses

*TOTAL*

**\*This report is to be signed by both your executive director and board president.** If you have questions regarding the completion of this form or would like to attach additional materials, please contact our office or your grants administrator.

**Please contact our office with any questions:**

Grigg Lewis Foundation, Inc.  
76 West Ave, Lockport, NY 14094  
Phone: (716) 478-0002 – Fax: (716) 478-0281

Please return your completed Grant Follow Up Report and attachments via email to: [grigglewis@grigglewis.org](mailto:grigglewis@grigglewis.org)



# GRIGG LEWIS FOUNDATION, INC.

## SECTION I. COVER SHEET OF GENERAL INFORMATION

Date: \_\_\_\_\_

### A. Organizational Information:

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Contact Person (if other than Executive Director): \_\_\_\_\_

Foundation Program Officer / Grant Administrator: \_\_\_\_\_

Amount of Grant: \_\_\_\_\_ Period of Grant: \_\_\_\_\_

Project Name: \_\_\_\_\_

### ACKNOWLEDGMENT:

*By signing below, I affirm and certify that I have reviewed the Grigg Lewis Foundation, Inc.'s ("Foundation") 2020-21 Grant Follow Up Report Instruction Sheet, and all required documents mentioned therein, and all of the information and answers to questions herein are complete, true and correct to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission of any facts called for in this Follow Up Report may result in disqualification for future funding, and/or in the "Foundation" rescinding all or part of this grant and requiring me to return funding within 30 days. I understand and agree that all these terms are reasonable, fair, and acceptable to me. I have not been coerced into signing this statement; instead, it is of my own free will.*

\_\_\_\_\_  
**Signature of Executive Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Board President**

\_\_\_\_\_  
**Date**



## GRIGG LEWIS FOUNDATION, INC.

### Section II. OVERALL GRANT REPORT

*Please respond reflectively to all of the following questions. Attempt to limit your total narrative to approximately two – three pages. If a particular question does not apply to you, please explain why. Do not skip questions or answer with “n/a”.*

1. How was this grant spent? (Example: The \$10,000 grant was used to purchase a \$3,000 Laser Printer.)
2. Has the grant expanded or made a difference in the quality of the services that you provide and/or in your organizational effectiveness? If so, in what way(s)? If not, what circumstances or obstacles impeded or limited your work?
3. What impact did the grant have on the population you serve? Your staff? The community?
4. During the course of the project, what transpired that differed from what you anticipated?
5. Based upon current conditions, are there things that you would do differently in utilizing the grant award? If so, what?
6. What were the primary lessons that you and your staff learned from this grant project? How might they impact your future thinking, performance, or services?
7. Please include photos of your program/project. They will serve as a visual representation of outcomes and project completion.

**If appropriate:**

8. If the grant project is part of a larger campaign, please provide a status report on the campaign.
9. If the project involved collaboration with other organizations, please comment on its effect on the project.

**\*Note:** Please note that if there are remaining funds from an individual grant, the foundation may either:  
a.) request a refund of the unspent funds, or b.) request a proposal to use the unspent funds for another purpose.