



## GRIGG LEWIS FOUNDATION, INC.

### 2022-2023 GRANT FOLLOW UP REPORT - INSTRUCTION SHEET

Follow Up Grant Report consists of three sections:

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

**Section II:** consists of a series of questions designed to prompt your reflection, to report on your experiences and learning, and to assist the Foundation in monitoring and assessing your grant experience and outcomes. Please provide details, including stories and photos, if available.

**Section III:** requires the submission of your organization's current Balance Sheet and Profit and Loss. Please attach them to your Follow Up Report and submit them via email to [griggLewis@griggLewis.org](mailto:griggLewis@griggLewis.org). As an alternative to the P&L and Balance Sheet, you may submit a copy of an Income / Expense Report. We provide an Excel template of an Income/Expense Report on our website at: <http://griggLewis.server284.com/follow-up-report/>. The template provided is a generic example. Please customize the template to suit your agency and project and return with your Follow Up Report via email.

**This Follow Up Report is to be signed by both the Executive Director and Board President.** If you have questions regarding the completion of this form or would like to attach additional materials, please contact the Foundation office.

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

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

**All information submitted may be shared with our Board of Directors, funding partners, or on our website. Please notify us in writing if your agency does not wish to be featured on the Foundation website or social media.**



# GRIGG LEWIS FOUNDATION, INC.

## GRANT FOLLOW UP REPORT

### SECTION I. COVER SHEET OF GENERAL INFORMATION

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

#### A. Organizational Information:

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

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

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

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

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

Organization's 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") Grant Follow Up Report Instruction Sheet and all required documents mentioned therein. 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 requiring me to return funding within 30 days. I understand and agree that all these terms are reasonable, fair, and acceptable. 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.

## GRANT FOLLOW UP REPORT

### Section II. GRANT REPORT

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

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

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

Please respond reflectively to all of the following questions. 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 allocated? (Example: The \$3,000 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 your agency provides and/or in your organizational effectiveness? If so, in what way(s)? If not, what circumstances or obstacles impeded or limited your work?
3. The original application provided a brief overview of your project and explained how you planned to measure and document your success. Using the answers to those initial questions as a guide, please explain how the project evolved from the original plan and what the end results were.
4. Based upon current conditions, are there things that you would do differently, as an agency, in utilizing the grant award? If so, what?
5. What were the primary lessons that you and your staff learned from this grant project? How might they impact future thinking, performance, or services?
6. If the project involved collaboration with other organizations, please comment on how that affected the project.
7. Please include photos of your program/project that can be shared. They will serve as a visual representation of outcomes and project completion and may be featured on our website.
8. Were there any issues adhering to your budget? Was the program/project completed on time?
9. Will your program/project be able to sustain itself going forward or will you seek additional funding to continue it?

**If appropriate:**

10. If the grant project is part of a larger campaign, please provide a status report.

**Please note that if there are funds remaining from this grant, the Foundation may either request a refund of the unused funds or request a proposal to reallocate the unused funds towards another purpose.**