washington regional association of grantmakers
dc md va

Common Grant Report

Formatting Notes

- Reports should be typed in 12-point font (Times New Roman or similar) with one-inch margins on all sides
- Pages should be numbered
- Reports should not be placed in binders or folders; one staple or paper clip in the upper-left hand corner is sufficient

Cover Sheet

1. Report date
2. Organization name and contact information (full address, including mailing address if different, telephone number, and website)
3. Federal tax-exempt number
4. If not a 501(c)(3) nonprofit, provide fiscal agent's contact information and federal tax-exempt number
5. Name, title, telephone number, and email address of CEO or executive director
6. Name, title, telephone number, and email address of contact person for this report (if different)
7. Dollar amount of this grant
8. Funding period of this grant
9. Period that this report covers, if different
10. Signature of executive director or other authorizing official

Report Narrative (maximum of four (4) pages double-spaced)

1. What progress have you made toward achieving the results you described in your proposal during this period? What evidence do you have to demonstrate your success? If you did not achieve your intended results, why not?
2. What do you consider to be the greatest strength(s) of your work? What do you consider to be the most important concern(s) – apart from finances – currently facing your organization (or project, if you received project support)?
3. Have there been any significant changes in your organization or the project since the grant was awarded (i.e., executive leadership, staff, facilities, location)?
4. As applicable, describe any plans for moving forward. What, if anything, will you do differently?
5. What are the organization's two (2) most significant financial challenges and how are you planning to address them?

(See page 2 for attachments)

Attachments

For general support grants:

1. Organization budget as submitted in the original proposal and actuals for this period. Explain any significant variances
2. List the organization's largest funding sources during this period

For project support grants:

1. Organization **and** project budgets as submitted in the original proposal and actuals for this period. Explain any significant variances
2. List other funding sources and amounts received for this project during this period