



## GRIGG LEWIS FOUNDATION, INC.

### 2023-2024 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 Income/Expense Report template 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.  
1 East Ave, Suite 303, 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 wishes to refrain from being 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; 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 Utilized: \_\_\_\_\_ Program date: \_\_\_\_\_

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 specifically allocated?
2. Has the grant made a difference in the quality of your agency's services or in the program's effectiveness? Please share successes or explain what circumstances impeded your work.
3. Using your original application and the information you provided as a guide, please provide a brief overview of your project, explain how success was measured, and how many people were affected.
4. As an agency, are there things that you would do differently in utilizing the grant award? Please explain
5. What were the primary lessons you and your staff learned from this grant project? How will this impact future thinking, programs, or services?
6. If the project involved collaboration with other organizations, please comment on how that affected the project, if there were issues, and if there will be future collaboration.
7. If there were issues adhering to your budget, please explain.
8. If the project was not completed on time, please explain.
9. Is the program/project sustainable going forward? If future funding is needed, have you identified funding sources to continue it?
10. Please include photos of your program/project that can be shared. They will visually represent outcomes and project completion and may be featured on our website.

**If appropriate:**

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

**Please note that if funds remain 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.**