

# THE SEYBERT INSTITUTION

Post Office Box 8228, Philadelphia, PA 19101 • Phone: (610) 828-8145 • Fax: (610) 834-8175

## GRANT REPORT FORM

Your grant report is due twelve months after receipt of the contribution - or at the time of your next application, whichever comes first. The report should not exceed four (4) pages. Please attach this sheet to your report.

Organization: \_\_\_\_\_ File # (For office use) \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Date grant was received (month and year): \_\_\_\_\_

Purpose of grant or project name: \_\_\_\_\_

Amount awarded: \$ \_\_\_\_\_

Briefly report on the following. A paragraph on each topic should be sufficient.

### ✓ **Program**

1. Program goals and objectives. What did you hope to accomplish?
2. What constituency did you serve?
3. How many people did you expect to serve or reach? How many did you serve?
4. Relevant events and activities
5. Did the program live up to your expectations?
6. How did you measure success?
7. What did you learn from the program? Include examples of successes and shortcomings and explain how these will affect future programs.

### ✓ **Finances**

1. Program budget: \$ \_\_\_\_\_ Amount raised: \$ \_\_\_\_\_  
*If amount raised was less than goal, explain how you revised the program.*
2. Unspent balance of grant, if any: \$ \_\_\_\_\_  
*If entire grant was not spent, explain plans and time frame for spending the balance.*
3. Attach financial statement for the program including all income and expenses.

I certify that this grant was used solely for the purpose designated.

Name & Title \_\_\_\_\_ Date: \_\_\_\_\_