

Henry E. Niles Foundation

Instructions for Application Submission

If your total grant award was \$10,000 or more

Complete Sections 1 and 3. Also submit attachments as appropriate. The report and any attachments should not be more than five (5) pages total.

If your total grant award was under \$10,000

Complete Sections 1 and 2. The report should not be more than two (2) pages total. Do not submit any attachments.

Please be as concise as possible when responding to all questions.

Reports should be submitted one calendar year after the grant was made and should accompany any renewal application.

All material must be submitted on standard size (8 ½ x 11) single sided paper, unfolded and unstapled/unbound to be included in the meeting packages. Please do not send any books, pamphlets, CDs or DVDs. Supplementary information is not encouraged.

If you have any questions, please contact Ashley Garan at agaran@smithgrant.com

Henry E. Niles Foundation

Grant Report Form

Section 1: General Information

Organization Name

Today's Date

Select one

Interim Report

Final Report

Period covered by report

Grant period

Short Project Title

Grant Amount

General/operating

Project/program support

Challenge grant

Capital/endowment

Attachments

(submit the following attachments only if the grant awarded was \$10,000 or more)

- 1) If appropriate, a brief (one page maximum) human interest story that illustrates a success of this project;
- 2) Using the original budget included with your proposal, provide detailed expenses and income for the project for this period * ; and
- 3) A detailed, complete accounting on how the specific grant dollars from this award were spent.

* If you are reporting on a general operating grant, submit actual end-of-year income and expenses for the organization for the year in which the grant was used.

Henry E. Niles Foundation

Section 2: Report for grant awards under \$10,000

(complete this Section only if the grant awarded to your organization was under \$10,000)

Provide a brief narrative describing use of grant funds

Henry E. Niles Foundation

Section 3: Report for grant awards \$10,000 or above

(complete this Section only if the grant awarded to your organization was \$10,000 or more)

Describe organizational and/or programmatic achievements and setbacks; significant board and/or staff changes

Explain the effectiveness of your activities measured against your goals and objectives and what has been learned

Briefly describe the plan for the future of this project including rationale for ongoing funding, expansion, replication or termination

From what other sources was this project funded during this time period, and at what level?

Provide a brief narrative on variances from the original project budget