Henry E. Niles Foundation

The following is a list of questions and attachments you will need in order to complete our Grant Report Forms.

Please note that the online form does not allow you to save your progress. All answers must be completed in one session for submission. You may find it helpful to use this outline to help prepare your responses and save time by cutting/pasting from word to the online form. All reports must be submitted through the Foundation's website.

FINAL GRANT REPORT - use this separate form only if you intend to not apply for additional funding

INTERIM GRANT REPORT - use this separate form only if you are reporting on a multi-year grant

All other reports (single-year grants applying for additional funds and the final report for a multi-year grant) should be submitted as a part of the Application Form.

Approval date of prior grant
Period covered by this grant report
Total grant period
Short project title
Grant amount
Type of grant (general/operating, project/program support, challenge, capital/endowment)

If the prior grant was less than $10,000:
Provide a brief narrative describing the use of grant funds (3,000 character limit)

If the prior grant was $10,000 or above:
Uploads: human interest story, project expenses and income, accounting of grant dollars spent
Describe achievements and setbacks; significant board and/or staff changes
Explain the effectiveness of activities measured against goals and what has been learned
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 budget