

Berea College Appalachian Fund

Serving Appalachia since 1950

Grant Report Guidelines

The following guidance is intended to help you prepare a grant report that meets BCAF needs. If you already have an annual report or have another prepared report that covers your grant period and the information requested, you may submit it instead. Please address any items not covered separately. Be sure to include this cover sheet and required attachments. No further grant requests will be considered until a complete grant report is received.

Email your completed report to Davey King at kingd3@bereda.edu by the applicable deadline.

ORGANIZATION

Name of organization

Contact person

Title

Phone

E-mail

PROJECT INFORMATION

Type of Grant Report (check one):

Standard BCAF Interim Folk Arts & Cultures Final Folk Arts & Cultures

Project/Program Name (if applicable):

Purpose of Grant:

Grant Amount: \$ _____ Grant Period: ____ / ____ / ____ to ____ / ____ / ____

Period Covered by This Report: ____ / ____ / ____ to ____ / ____ / ____

Activities Funded by Grant (check all that apply):

General operating support Project/program support Emergency support Capital funds

Please attach a brief report (**no more than three pages**) that addresses the following areas and **check each item that has been addressed.**

ACHIEVEMENTS

- *List the original goals and objectives of the grant and tell how they were met during this reporting period. Please include any specific outcomes included in your grant application.*
- *Describe significant organizational achievements during the reporting period.*
- *What difference did the grant make to your organization and for the population you serve?*
- *If possible, provide a brief “human interest story” that illustrates a success of the project.*

EVALUATION

- *Explain how you measure the effectiveness of your program or organization.*
- *What are the most important outcomes and “lessons learned” from this project or program?*
- *Discuss significant board and/or staff changes.*
- *In what ways did the actual project vary from your initial plans?*
- *Describe any unanticipated benefits or challenges encountered during this project.*

FUTURE PLANS (Required only if you intend to apply for additional funding).

- *Explain how the funded program aligns with your organization’s strategic plan.*
- *Briefly describe rationale for ongoing funding, expansion, replication, or termination of the funded program.*
- *Identify any changes occurring in your field or in your community that are likely to affect the future of your program in significant ways.*

FINANCIAL REPORT

- *How was the Appalachian Fund grant spent? (Show expenditure totals by line item).*
- *If any grant funds remain unspent, please note the amount and explain.*
- *Who else has funded this project or program and at what level?*
- *If you are reporting on a general operating grant, submit actual year-to-date income and expenses for the organization for the year in which the grant was used.*