



EDUCATION AND LITERACY FUND
A Fund of the Community Foundation Alliance Inc.
123 NW Fourth Street ▪ Suite 322 ▪ Evansville, Indiana 47708
Phone 812.429.1191 ▪ www.alliance9.org

Early Childhood Literacy Grant Initiative Grantee Final Report

When the Community Foundation Alliance awards grants to non-profit organizations, our primary goal is to partner with these organizations in order to help meet the needs of the communities we serve. Grant evaluation reports help us to measure the achievements of the projects we support and the importance of our grantmaking initiatives in our communities. Therefore, please complete this form and submit to the following address by the date indicated in your grant agreement:

Community Foundation Alliance
Attn: Program Director
123 NW Fourth Street, Suite 322
Evansville, IN 47708

Name of Organization	Date of Report
Executive Director or Equivalent	Name of Individual Submitting the Report
Grant Number	Amount of Grant
Project/Program Information	
1. Briefly describe the funded project/program and the services provided during the grant period.	

2. Has the project differed in execution from the project presented in the proposal? If so, please explain.

3. Describe those served by the project, specifically referring to geographic location, age, and other descriptors. How many individuals were served?

4. Were there any unanticipated side effects (either good or bad) resulting from the project? If so, please explain.

5. Provide an example (story) that illustrates what you consider to be the most significant impact on the lives of the individuals served as a result of the project. (attach a separate sheet of paper if needed)

6. If it is desirable for the service to continue, what plans and provisions have been made for its continuation?

Financial Reports and Additional Information

1. Using the worksheet provided, submit an itemized list of actual expenditures and income/funding sources for your project. Please also indicate in the appropriate area the project budget approved with the grant.

2. The Community Foundation Alliance retains the right to audit this grant. Please keep all receipts relating to your project and make them available for review by a representative of the Alliance throughout the grant period and for at least three months after submitting the final report.

3. Please submit with this report any photographs or news articles you may have relating to your completed project. The Community Foundation often uses photographs for its publications, so please clearly describe the pictures and the names of those pictured.

