CMF Council of
Michigan
Foundations

Common Report Form Format

Cover Sheet

The purpose of the Common Report Form is to help grantees save time in reporting to you and to help grantmakers simplify the process of gathering standard grant evaluation information.

Date of Report: _____

Legal name of organization applying:_____
_____
(Should be same as on IRS determination letter and as supplied on IRS Form 990.)

Executive Director: _____ Phone number: _____

Contact person/title/phone number *(if different from executive director):* _____
_____
_____
_____
_____

Address *(principal/administrative office):* _____

City/State/Zip:_____

Fax Number: _____E-mail Address:_____

Project/Program Name: _____

Purpose of Grant *(one sentence)*:_____
_____
_____

Dates of the Project:_____ Amount of Grant Awarded: $_____

Have there been any changes to your organization's IRS 501(c)(3) not-for-profit status since your request for this grant? *(yes or no):*_____If yes, please _____
_____

Dates covered by this report: from_____to _____

Check one: ____ This is an interim report   ____ This is a final report

_____   _____
Signature, Executive Director   *Date*

_____
Typed Name and Title

Narrative & Financials

I. Narrative
   a. Results
      i. List the original goals and objectives of the grant, and tell how they were met during this reporting period. Describe current status on meeting any special terms of this grant (e.g. challenges, contingencies, etc.).
      ii. If possible, explain results in outcome-based terms. For example, what difference did this grant make in your community and for the population you are serving?
      iii. Variance from original project plans often occurs. In what ways did the actual project vary from your initial plans? Describe how and why.
      iv. Describe any unanticipated benefits or challenges encountered with this project.
      v. Describe how collaborative/cooperative efforts with individuals and organizations involved in planning, implementing, funding and/or evaluating this project/grant affected outcomes.
   b. Lessons Learned
      i. What are the most important outcomes and lessons learned from this project?
      ii. What recommendations would you make to the Foundation to other project directors working in this area?
      iii. If you were to undertake this project again, would you do anything differently? If yes, please explain.
      iv. Other lessons?
   c. Future Plans
      i. What is your vision of this project over the next three years? Include plans and rationale for ongoing funding, expansion, replication or termination.
   d. Public Relations
      i. Provide a "human interest" story that helps explain the success of the project.
      ii. Attach any printed material relating to the funded project: press or news items, brochures, letters of support, photographs, etc.

II. Financials
   a. Using the budget from the original application, provide detailed expenses and income for the project for this period. Provide narrative on any variances from the original projected budget.
   b. Include a complete, detailed accounting of how the specific grant dollars from this foundation were spent.