



BLUE MOUNTAIN  
COMMUNITY  
FOUNDATION

*Serving Donors.*

*Strengthening Communities.*

## GRANT REPORT FORM

This form must be **signed and returned with a Narrative**. Please complete and return this form with a one page narrative by **July 1, 2017**. **No further grant requests from your organization can be considered until this form & narrative have been completed and returned to BMCF.**

**Grantee:**

**Grant #:**

**Grant Date:**

**Grant Amount: \$**

**Grant Purpose:**

**Dates covered by this grant: from** \_\_\_\_\_ **to** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_

**Contact Info:** \_\_\_\_\_

**Contact person/Contact Info: (if different from Executive Director)** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Have there been any changes to your organization's IRS 501(c)(3)/tax exempt status since you were awarded this grant?**       NO       YES

**If yes, please explain:** \_\_\_\_\_

**The Foundation would like to make public the information contained in this Report.**

**Please indicate your approval/denial.**     YES       NO

**I hereby certify that the above and attached statements are true and accurate.**

\_\_\_\_\_  
**Signature of Executive Director or Authorized Board Member**

\_\_\_\_\_  
**Date**

**Return this form to:**

Blue Mountain Community Foundation  
PO Box 603  
Walla Walla, WA 99362  
bmf@bluemountainfoundation.org  
509.529.4371

**Grant #**



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**NARRATIVE** - a maximum of one page, which includes the following:

1. List the number of participants in the program/project.
  - a. If applicable, describe the diversity of the population served (e.g. ethnic, gender, geographic area and/or disability).
2. Describe the progress made toward the stated goals and objectives related to this specific grant. (Please include those stated goals and objectives in your response.)
3. Were there any unanticipated results, either positive or negative? If yes, please describe the implications.
4. Did external or environmental factors (e.g. a flood, an economic downturn, a partner organization stopped providing services, etc.) affect the achievement of your program or organizational goals or the anticipated timeline? If yes, what did you do to address these issues?
5. If you will be continuing this program, what are the plans for sustaining or expanding the program, including a future funding plan? (For a general operating grant, please answer in terms of the organization.) If discontinuing the program, what factors led to this decision?
6. If you have identified areas where increased collaboration between organizations or sectors would lead to increased positive outcomes for your constituents, briefly describe your ideas.
7. If reporting on a specific project/program, please also provide income and expenditure information compared to the approved budget for that project or program. If there are any major variances, please explain.
8. Share one great story that you can recall from this grant. Please include any photos you may have.
9. Please offer any recommendations you have for our grant making or reporting procedure.

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