

The Assisi Foundation of Memphis, Inc.
Renewal Grant Application Guidelines

Please submit eight (8) copies of the report by the date on your Grant Agreement Letter. Please staple or clip pages of the report; do not place in any type of folder or notebook.

SECTION A

Name of Organization: _____

Name of Executive Director: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Contact person: _____ Title: _____

SECTION B

Project/program name: _____

Grant Amount: _____

Purpose of grant:

Grant period: ____ to ____ Period covered by this report: ____ to ____

General operating Project support Challenge grant Capital/endowment

Signature of Executive Director: _____ Date: _____

Typed or printed name and Title:

NARRATIVE

SECTION C (1)

Complete this section if you are reporting on a project, challenge or capital grant.

1. Progress to Date:

- a) List the original goals and objectives of the grant, and tell how they are being met at this point. Please include specific outcomes to date included in your grant application.
- b) Describe the current status on meeting any special terms of this grant (for example, challenges, contingencies, etc.)
- c) Has variance from original project plans occurred. If so, describe how and why.

- d) What difference is the grant making to your organization, in your community and for the population you are serving? Provide statistics (as appropriate) for number of people served, programs provided, services rendered.
- e) Describe benefits or challenges encountered with this project.
- f) Describe how collaborative or cooperative efforts with individuals and organizations are impacting outcomes. This could include planning, implementing, funding and/or evaluating this project/grant.

SECTION D—FINANCIALS

1. Using the original budget included with your proposal, provide detailed expenses and income for the project for this period. Provide narrative on any variances from the original project budget.
2. Include a detailed, complete accounting of how the specific grant dollars from this grant have been spent.
3. What progress is being made to assure the sustainability of the program/project after the grant period?