



## Post-Grant Report

Today's Date \_\_\_\_\_

Legal Name of Organization  
(same as on IRS determination  
letter and as supplied on IRS Form  
990. \_\_\_\_\_

Dates covered by this report: \_\_\_\_\_

Amount of Grant Awarded: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone  
Number: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_

#1 Project / Program Name: \_\_\_\_\_

#2 Project / Program Name: \_\_\_\_\_

#3 Project / Program Name: \_\_\_\_\_

\_\_\_\_\_  
Signature, Grant Representative      Date

\_\_\_\_\_  
Typed/Printed Name

## Report Instructions

*Please submit a separate narrative and budget for each program/project funded.*

Using no more than 2-5 pages (12 point font, double-spaced), please answer the following questions in narrative format:

A) Results

- a. List the original goals and objectives of the grant and tell how they were met during the reporting period.
- b. Explain results in outcome-based terms. For example, what difference did this grant make in your community and for the population you are serving?
- c. In what ways, if any, did the actual project vary from your initial plans? Describe how and why.
- d. Describe any unanticipated benefits or challenges encountered with this project.
- e. Describe any collaborative efforts with other organizations or individuals, and how this affected the project outcomes.
- f. Demographics of population served through this grant program. To the best of your knowledge, please provide the following demographic information. This information is used by Cancer Challenge as we report to our funding partners.
  - i. What percentage of people served with this grant were *male*? What percentage were *female*?
  - ii. What were the ages of the people served with this grant? What percentage were: *children (age 0-12)*; *youth (age 13-18)*; *adults (age 19-24)*; *adults (age 25-55)*; *mature (age 56+)*; and *unknown age*?
  - iii. What was the ethnic background of the people served with this grant? What percentage were: *African American or Black*; *Asian and Pacific American Islander*; *Hispanic or Latino*; *Multi-ethnic*; *American, Indian or Alaskan Native*; *White*; or *Unknown/Unreported*?

B) Lessons Learned

- a. What are the most important outcomes and lessons learned from this project?
- b. If you were to continue this program, would you do anything differently? If yes, please explain.

C) Future Plans

- a. What is your vision of this program/project over the next three years?

D) Public Relations

- a. Provide a “human interest” story that helps explain the success of this project.
- b. Attach any printed material related to the funded project: press or news items, brochures, letters of support, photographs, etc.

E) Financials

- a. Using the attached project budget form, account for how funding from The Cancer Challenge was actually spent during the grant period. Provide narrative on any variances from the original projected budget.