**St. Francis Foundation Grant Reporting Guidelines**

The St. Francis Foundation Grant Reporting form should be used for reporting final program outcomes.

The Grant Report form must be submitted by email to: Debbie.Cloud@DignityHealth.org unless otherwise indicated. No substitute or free-format reports will be accepted, although additional comments and supporting materials are always welcome.

Reports must be submitted within the guidelines of the schedule detailed in the grant award contract. It is the responsibility of grant recipients to ensure that required paperwork is submitted by the proper due dates.

Grantee reporting is an important part of SFF’s monitoring and evaluation process, which enables us to become a more informed funder. We appreciate your honest appraisal of the project that was funded. Please provide a candid assessment of the challenges and success / failure of the program.

|  |  |
| --- | --- |
| Organization Name | Click here to enter text. |
| Program or Event Name | Click here to enter text. |
| Date of Report | Click here to enter text. |
| Amount of Grant | Click here to enter text. |
| Total number served by grant | Click here to enter text. |

Have there been any changes to your organizations 501©3 status since receiving this grant?

\_\_\_\_ Yes \_\_\_\_ No

What is the status of the program? \_\_\_\_\_ Completed \_\_\_\_\_ On-going \_\_\_\_\_ Discontinued

1. What was the goal of the program? *(2-3 sentences)*

Click here to enter text.

2. Did you meet your goal? If not, why? *(one paragraph)*

Click here to enter text.

3. Describe any unexpected challenges or opportunities encountered. *(one paragraph)*

Click here to enter text.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Thank you again for the incredibly important and valuable services you provide to our community.***