

THE Americana Foundation

Grantee Reporting Requirements

- I. **Reporting /evaluation of a grant is required at the mid-point and end of the project. The final report is to include the following:**

A. Results

- 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.),
- 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?
- Variance from original project plans often occurs. In what ways did the actual project vary from your initial plans? Describe how and why.
- Describe any unanticipated benefits or challenges encountered with this project.
- 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

- What are the most important outcomes and lessons learned from this project?
- What recommendations would you make to the Foundation to other project directors working in this area?
- If you were to undertake this project again, would you do anything differently? If yes, please explain.
- Other lessons?

C. Future Plans

- What is your vision of this project over the next three years? Include plans and what is the rationale for ongoing funding, expansion, replication or termination.

D. Public Relations

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

II. Financials

- 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.
- Include a complete, detailed accounting of how the specific grant dollars from Americana were spent.

The reporting is to be sent electronically to The Americana Foundation to the attention of Marlene Fluharty (fluhart5@msu.edu) and Cindy Prentice (prenticec@gmail.com).