



## THE CLEVELAND FOUNDATION AND ITS SUPPORTING ORGANIZATIONS

### STANDARD GRANT REPORT FORM PREVIEW

These questions need to be completed through the Grants Gateway

#### STEPS TO SUBMIT YOUR REPORT\*

- 1) Login to Grants Gateway
- 2) Select *Complete a grant report* on the Home page
- 3) Select the grant ID number
- 4) Click “Details” on the appropriate line (*i.e. Interim or Final*)
- 5) Complete all sections of the report
- 6) **Submit!**
- 7) Upload any attachment you wish to include **AFTER** submitting the report

*Please report on the progress against the outcomes that were outlined in the Foundation’s award letter you received. If this grant did not have specified outcomes, refer to the purpose of the grant as identified in your award letter when answering the questions below.*

#### Interim Report Questions

1. Is implementation of your outcomes on track? Please describe any unforeseen circumstances that are affecting implementation of your outcomes
2. Do goals or outcomes need to be adjusted at this time? If yes, describe the circumstances and the Foundation will contact you to discuss any adjusted outcomes.

The Foundation recognizes that circumstances can change, possibly affecting the project timeline and budget. With this in mind, if you need to request any modifications to the grant (*i.e. grant period extension, or budget reallocation*) ***please complete the Grant Modification Form located on our Grantee Toolkit page.***

#### Final Report Questions

1. Describe the results of your project/program/activity outcomes.
2. If there were any unanticipated outcomes, outcomes that exceeded expectations, outcomes that fell short of expectations, or changes that had to be made to the project, please describe the circumstances and impact.
3. Will this project/program/activity continue past the grant period? If Yes,
  - How will it be funded in the future?
  - Will there be significant changes based on learning from work completed during the grant period, or from other/new information or circumstances?

**Expenses****Cleveland Foundation Grant Dollars only**

<i>Project Expenses</i>	<b>Expended to Date (itemized)</b>	<b>Balance</b> (should be \$0 if final report)*
Salaries & Wages		
Consultants & professional services		
Travel		
Equipment		
Office Supplies/Materials		
Postage/Mailing		
Indirect Expenses (i.e. rent/occupancy, utilities, maintenance)		
Other		
<i>Capital Expenses (if applicable)</i>		
Land Costs		
Building Costs		
Construction/Renovation Costs		
Fees		
Equipment		
Other		
<b>TOTAL</b>		

**Thank you** for completing this grant report. We greatly appreciate your thoughtful review of this grant. Be assured that we do not share your report with any organizations or funders.