



Lyford Cay Foundation, Inc.  
Gifts & Grants Committee  
GRANT REPORTING FORM

Organization: \_\_\_\_\_

Project name: \_\_\_\_\_

Date of award: \_\_\_\_\_ Award amount: \$ \_\_\_\_\_

**REPORT IS DUE SIXTY DAYS FOLLOWING THE COMPLETION OF THIS PROJECT**

Please answer the following questions, using additional paper as needed. Please refer back to your submitted Grant Application Form and Supplemental Information when answering these questions.

- What were the goals of the project?
- What specific activities were undertaken with the grant award to achieve those goals?
- Describe the current status on meeting any terms of this grant (e.g. challenges, contingencies, etc.).
- In what ways, if any, did the actual project vary from your initial plans?
- Describe the project's impact on the target population.
- Describe the results of the evaluation of this project.
- If you were to undertake this project again, would you do anything differently? If yes, please explain.
- What follow-up activities are planned?
- Please provide your thoughts on ongoing funding, expansion, replication or termination.
- How were the grant funds spent? 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. *Please attach the appropriate support documentation.*
- Who else has funded this project and to what level?
- If you are reporting on a general operating grant, submit actual end-of-year income and expenses for the Organization in the year in which the grant was used.
- If possible, provide a "human interest story" that illustrates the success of the project.
- If applicable, attach selected material relating to the funded project: press or news items, brochures, letters of support, photographs, etc.

Signature of report preparer: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Organizational title: \_\_\_\_\_

Signature of project/Organization director: \_\_\_\_\_ Date: \_\_\_\_\_

Please send all materials to the attention of:  
Chairman, Gifts and Grants Committee  
Lyford Cay Foundation, Inc. P.O. Box N-7776 Nassau, Bahamas