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Grant Final Report Form

Dear Grant Recipient,

The board of the Northern Indiana Community Foundation, Inc. (NICF) and the Fulton, Miami and Starke County grant making committees regularly evaluate their granting program. A critical element of the evaluation process is utilizing information identifying how the Foundation supported your organization. This information also helps us to profile our grant activity in our publications.

Please submit this brief report. If you were funded for a special project of short term nature, please file the report 30 days after the conclusion of the project. If you were funded for an on-going program, please file the report on or before the one-year anniversary of the grant award.

Please call us if you have any questions or need assistance. We do not want this to be a tedious or time consuming process; rather, we appreciate your candid assessment in a brief format.

Name of Organization	Date of Report
Director of Organization	Person Filing the Report
Amount of Grant	Date Grant Approved [Office Use Only]
Project/Program Information	
1. Specifically, what did you ask the Foundation to fund?	
2. Please describe achievement of your goals and objectives during this time frame.	
3. What were the overall strengths and/or weaknesses of the project/program? What did you learn in implementing the project/program? How might this affect future projects?	

4. Describe those served by the project, specifically referring to geographic residents or location, age, and other descriptors.

5. How did this project benefit the community at large?

Financial Information

1. Did you successfully raise the necessary funds to implement the project as planned? Please explain.

2. If the project/program is to be continued, what financial resources will be available?

3. Briefly describe the specific use of the Foundation grant funds (expenditures, purpose).

We welcome any other information related to this project that you would like to share, such as news stories or pictures. We often use pictures for our publication, so clearly describe the picture and names of those pictured and indicate that approval is granted for publication. Thank you. We wish you continued success in your service to our community.

Please return this form to:

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