

This is a sample of the Success Story Reporting Form. Check your Grant Award and Agreement letter to confirm you are referencing the proper reporting form as all forms include a success story component. This PDF is for reference only. All reports must be submitted through our grant management portal. For questions, contact Natalie at ncook@oishei.org or (716) 803-0860.

Project Review

Requirement Details

Grant Request ID Type
 <None>

Due Date

Organization Information

Applicant Organization (Legal Name)

Doing Business As

Tax ID

Street Address

City State ZIP Code
 <None>

Phone

Project Details

Project Title

Grant Amount

Approval Date

Project Start Date

Project End Date

Reporting Period

Focus Area

Program Evaluation

Program Evaluations

Expenditures: Were all grant funds expended in accordance with the terms of the grant agreement letter?

YES/NO

Closeout Expenditure Report: Use our Expenditure Report Template to report the program's expenses over the life of the grant cycle. NOTE: If the grant has not been fully expended, please indicate how you propose remaining funds will be used.

***Our Expenditure Report Template is available here:** <https://oishei.org/expenditurereport>

(visit link to download
or see last page of
this sample form for
reference)

A) Success Stories: Please complete a short, written report to highlight your project/program, including its progress, value and impact. Please be specific to the project/program and the grant term funded by this award.

*You can also choose to submit a video in addition to, or instead of, a short written report (Option B). If you choose to ONLY submit a video, please include the title and any helpful information you would like to accompany your video here.

B) Success Stories: You have the option of taking a simple video to highlight your project/program, including its progress, value and impact. Please be specific to the project/program and the grant term funded by this award. If you choose to upload a video, please do so here:

*For convenience, grantees may use their smart phones to record a simple video; no longer than 5 minutes in length and less than 500MB in file size.

Optional: Any additional attachments specific to the project/program and grant term funded by this award.

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JOHN R. OISHEI FOUNDATION

Expenditure Report Form

v1.0

Date: (MM/DD/YY)	<Type Here>
Person Completing Report:	<Type Here>

I hereby certify that the foregoing report is true in all respects and that the expenditures have been made with my approval and are within the provisions of the grant for the purposes approved.	<Initial Here>
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Dollar Value

A. Grant funds received during period specified above:	\$ -
B. Unexpended funds from previous reporting period (multi-year grant), if applicable:	\$ -
C. Total Funds Available for Expenditure: (Line A plus Line B)	\$ -

Expenditure Line Items (Personnel, Equipment, Supplies, Consultants, etc.) <i>Note: Line items should match those originally submitted in the proposed budget, if discrepancies exist, please indicate why in the narrative section at the end of the report form.</i>	
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<Type Here>	\$ -
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Administrative expense, if applicable	\$ -
D. Total Expenditures (Sum the Line Items Above)	\$ -
E. Total Unexpended Funds* (Line C minus Line D)	\$ -

**Budget modifications, including alternate uses of unspent funds or other changes, may be made only with the advance written permission of your program officer. A request for modification must be submitted at least 60 days prior to your project end date. Please contact your program officer prior to submitting a request.*

<Expenditure Report Narrative - Type Here>