

**This is a sample of the Interim and Final Grant Reporting Form. Check your Grant Award and Agreement letter to confirm you are referencing the proper reporting form.  
This PDF is for reference only. All reports must be submitted through our grant management portal. For questions, contact Natalie at [ncook@oishei.org](mailto:ncook@oishei.org) or (716) 803-0860.**

## Project Review

### Requirement Details

Grant Request ID

Type

Due Date

### Organization Information

Applicant Organization (Legal Name)

Doing Business As

Tax ID

Street Address

City State ZIP Code

Phone

### Project Details

Project Title

Grant Amount

Approval Date

Project Start Date

Project End Date

Reporting Period

Focus Area

## Program Development

Program Development

**Funding Supported:** Describe the program, project, events, or activities the grant supported in the reporting term and who was served.

**Total Leveraged Funding:** As a result of your grant were you able to leverage any additional funding?

Please indicate specific dollar values. (If none, please enter \$0)

Please describe additional funding source(s)

**Collaboration:** Did you collaborate with other non-profits and/ or organizations to share information, best practices or resources? If yes, please describe and include the name of each organization.

**Challenges & Lessons Learned:** To enhance our knowledge in the field, please describe any challenges you encountered and/ or lessons learned from conducting your program.

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

(YES/NO)

If no, please explain

**Closeout Expenditure Report:** Use our Expenditure Report Template to report your program's expenses over the life of the grant cycle. NOTE: If the grant has not been fully expensed, please indicate how remaining funds will be used. (3 MBs maximum)

\*Our Expenditure Report Template can be found here: <https://oishei.org/expenditurereport>

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

## Program Evaluation

## Program Evaluations

**Desired Outcomes:** Were you successful in making progress towards your desired outcomes?

(YES/NO)

If yes, please describe up to five of your strongest outcomes, including any measurable indicators of progress and success.

**Organizational Development:** Please describe the benefits to your organization as a result of this grant (Examples: increased visibility, organizational effectiveness, etc.)

**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.

\*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.

**Communications:** Please supply information on how the results of the program were disseminated to professional colleagues and/or the general public. If available, please upload newspaper or website articles or any other media coverage (3MBs maximum, no videotapes, please).

**Additional Evaluation Information:** If there is anything that you would like to share that you feel is not captured above please use this text box or attach below. (Examples: direct quotes from participants, indirect economic impact, etc.)

**Attachment:**

**Future Plans:** Describe your organization's progress towards securing additional funding and the program's future beyond this grant.

