

TOLEDO ROTARY CLUB FOUNDATION

APPROVED GRANT FOLLOW UP REPORT for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Funded

Funded Project/Program

Submitted by

THIS FOLLOW UP REPORT IS TO CORRESPOND WITH YOUR SIGNED GRANT AGREEMENT AND IS DUE THE DATE INDICATED IN THE AGREEMENT. THE SIX MONTH GRANT PERIOD STARTS AT APPROVAL DATE BY THE TOLEDO ROTARY FOUNDATION, NOT WHEN FUNDS ARE DISTRIBUTED. IF THE FOLLOW UP REPORT IS NOT RECEIVED ON THE DUE DATE, FUNDS MAY BE ASKED TO BE RETURNED; SEE GRANT AGREEMENT.

EACH GRANTEE **MUST** FILE A TIMELY FOLLOWUP REPORT TO REMAIN ELIGIBLE FOR FUTURE GRANT CONSIDERATION, AS WELL AS BEING SUBJECT TO RETURN OF THE FUNDS. PLEASE USE THE FOLLOWING QUESTIONS AS AN OUTLINE.

1. Describe your use of the funds in accordance with your grant request. Attach a detailed summary of the use of the funds, including invoices/receipts where applicable.
2. Has the need for the event/program/project been met or has the problem been solved?
3. Were the objectives and goals of the event/program/project achieved?
4. When was the program completed?
5. How many volunteers participated in the event/program/project?
6. How many people actually benefited from the event/program/project?
7. Has the event/program/project enabled your organization to realize any unexpected benefits?
8. What were the methods for evaluating the level of success of the event/program/project?
9. Was the event/program/project publicized?\_\_\_\_Yes\_\_\_\_No If Yes-How?

Please attach ALL RECEIPTS, any additional relevant information, including publicity materials, as well as before and after photographs suitable for publication. Thank you for your help in our mutual interest in serving our community.

Please call us immediately at 419.241.7060 if you have any concerns or questions.

You may also reach us by Fax at 419.241.5117 or E-Mail at info@toledorotary.org.

# THE TOLEDO ROTARY CLUB FOUNDATION

# 101 N. SUMMIT ST. SUITE 436, TOLEDO, OH 43606