



CITY of **BOSTON**
Administration and Finance
**CHARLESTOWN COMMUNITY
FUND GRANT REPORT**

PAGE 1 OF 2
Questions? Call
(617)-635-4479

DATE OF APPLICATION: ____ / ____ / ____

ORGANIZATION INFORMATION

CONTACT
FIRST NAME: _____

CONTACT
LAST NAME: _____

ORGANIZATION
NAME: _____

ORGANIZATION
ADDRESS: _____

Street

PHONE
NUMBER: () - _____

City

State, Zip

PROJECT
NAME: _____

EMAIL: _____

SECTION 1 - GRANT REPORT

Please return a grant report that answers the following questions.
Please limit your total response to about three pages.

- Has the grant expanded or made a difference in the quality of the services that you provide?
- Has it made your organization more effective? If so, in what ways? If not, what impeded or limited your work?
- What impact did the grant have on the population you serve? Your staff? The community?
- During the project, did anything happen that differed from what you expected?
- What did you learn from your project? Are there things that you would have done differently? If so, what?
- What were the primary lessons that you and your staff learned from this grant project? How might they change your future thinking, performance, or services?

IF APPROPRIATE:

If the grant project is part of a larger campaign, please provide a status report on the campaign.

Did your project involve working with other organizations? If so, how did this collaboration affect the project?

CONTINUE ON NEXT PAGE



SECTION 2 - EXPENSE REPORT

Please include a report that accounts for all of your expenses. It should be close in format to the budget you gave us in your proposal. Regardless of the format, your report should:

- Account for all project expenses by placing them in line item categories.
- Provide a three-column financial report that represents:
 - the projected budget of expenses (this should be taken from your grant proposal)
 - the actual expenses, and
 - the difference between the two. Provide a total for each column.
- Include a short narrative explanation of one paragraph or less to answer the question: How was this grant spent? (Example: The \$10,000 grant was used to purchase a \$3,000 Laser Printer.)
- If there are any funds left over from an individual grant, we may request a refund of the unspent funds, or request a proposal to use the unspent funds.

Return the form and the two reports to:

Office of Administration and Finance
1 City Hall Square
Room 608
Boston, MA 02201-2004