

GRANT REPORT NARRATIVE

Instructions:

The answers to the grant report narrative must relate directly to the ***funded*** grant. The answer to each question should not exceed three-thousand characters.

1. PROGRESS AND RESULTS.

- (a) Describe the progress made toward the goals and objectives as stated in the funded grant application.
- (b) Summarize the organization's key evaluation results related to the funded grant.

2. SUCCESSES AND CHALLENGES.

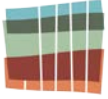
Describe the significant successes and challenges the organization experienced related to the funded grant.

3. LESSONS LEARNED.

Describe what the organization learned based upon the results, successes, and challenges reported in Questions 1 and 2. Address programmatic, evaluative, or organizational changes that will be made based upon these lessons learned.

4. ADDITIONAL INFORMATION.

Share anything else that happened during the grant period that impacted the organization, either positively or negatively.



ATTACHMENTS

Instructions:

Submit the following attachments along with the narrative report. Please note that you may be providing financial statements for more than one year to cover the funded grant period. It is generally understood that the fiscal year(s) of the funder, nonprofit, and grant period may not be in alignment. For further clarification on any of these items, please contact the Amarillo Area Foundation.

1. FINANCIAL STATEMENTS.

- (a) Submit your organization's Statement of Financial Position (Balance Sheet) and Statement of Activities (Income and Expense Statement) for the years(s) in which the grant was used.
- (b) If reporting on a specific program/capital project, also submit income and expenditure information compared to the approved budget for the program/capital project.

2. ACCOMPANYING NARRATIVE (if applicable).

- (a) Explain any significant changes in the organization's financial position since the grant was awarded.
- (b) If all funding was not expended during the grant period, explain why.
- (c) For program and capital grants, explain any major variances between the approved budget and the final financial statements being submitted with this report.

3. EVALUATION RESULTS.

If available, provide the organization's most recent evaluation results or findings, relevant to the funded grant. Note: providing this attachment does not take the place of answering Question 1(b) in the narrative section.