

Hispanic Fund Grant Report Guidelines

ATTENTION 2019 GRANTEES! Our grantmaking process is changing, please keep these points in mind:

- The application deadline is changing FROM June 30th TO May 31st at 5pm, effective in 2019
- Grantseekers in 2019 and onward are to apply to the Hispanic Fund through our new online grants website. The login page is accessible at peoplewhocare.org/grant-seekers
- Grant reports are assigned to you and filled out in the same online grants site through which you apply. 2019 is the last year we will accept this paper version of the grant report; reports assigned in 2020 and onward are to be completed in the online grants website
- If submitting your grant report online is a barrier, the Foundation will work with you to submit your final grant report. Contact us if this is the case for you

The Hispanic Fund, an affiliate of The Community Foundation of Lorain County, was founded in 1986 and is comprised of ten endowment funds. The Hispanic Fund awards grants to improve the quality of life of the Hispanic Community in Lorain County. The Fund has a special interest in affecting the most disadvantaged in the community. The Advisory Board determines funding to tax-exempt organizations and public agencies through a competitive grant process.

The Hispanic Fund is very interested in the progress of your project and accountability so that we may report the impact of our grants. To help us learn more about your project, we request that you use the following form to prepare a report on your grant. *(This form is also available on The Community Foundation of Lorain County's website: www.PeopleWhoCare.org on the Grant Information page, Grant Reporting Forms in the sidebar on the right.)*

Note: The Hispanic Fund and the Community Foundation may use excerpts from this report in other documents or publications.

Please contact us with any questions regarding your grant or this report. Mail or e-mail your report to:

Community Foundation of Lorain County
9080 Leavitt Road
Elyria, Ohio 44035

E-mail: grants@peoplewhocare.org

*** E-mails should include the name of your organization in the subject line.**

**Hispanic Fund
Section "A" - Grant Profile**

CONTACT INFORMATION

Date _____
Organization _____
Department _____
Name _____
Position _____
Telephone Work _____ Cell _____
Email _____

PROJECT INFORMATION

Grant ID # _____ (*see your Terms of Award*)
Project Title _____
Project Term From _____ To _____
Total Cost of Project \$ _____
Amount of Grant \$ _____

**Hispanic Fund
Grant Report Section "B" – Project Report**

Project Update

1. Describe your project's activities during the grant period.
2. Did you make any changes or improvements in the project design? Explain.

Project Outcomes

3. What were the strengths and challenges of the project?
4. Did the outcome of the project meet your expectations? Explain. As appropriate, please provide stories (1 or 2) that illustrate the project's most significant impact.

Lessons Learned

5. If you were to do your project again, what would you change? Why?

Collaboration

6. If applicable, explain how you collaborated with other community organizations or businesses.
7. Describe any additional funding used for this project.

Acknowledgement

8. Was the Hispanic Fund acknowledged as a funder of this grant? How?

Attachments

9. Please attach:

- A report detailing how the grant monies were used
- Copies of any media coverage* (e.g., newspaper articles, school newsletters)
- Photographs* of activities relating to the funded project (e.g., planning sessions, work done during the project, capturing final outcome)

***The Community Foundation of Lorain County expects that the organization has attained the proper releases for children's photographs and information received with this report.**