

## Huron County Community Foundation Grant Report Guidelines

The Huron County Community Foundation, an affiliate of the Community Foundation of Lorain County, was founded in 1997 and comprises more than 30 endowment funds. The Advisory Committee includes members representing the entire county and operates as an Affiliate Fund of the Community Foundation of Lorain County. Each year the Huron County Community Foundation determines grant awards to organizations and projects that help support the needs of the community.

The Foundation Board is very interested in the progress of your project and accountability so that they may report the impact of their grants to our donors and the community. To help us learn more about your project, we request that you use the following form to prepare a brief report on your grant. Please note that future grant requests are subject to declination if you are missing a grant report for a past grant award. We recognize that a grant report for a grant awarded in the previous year would have a report due after the current year's grant deadline; we instead ask that if you were awarded a grant in the year before this previous year that you provide the grant report for that award.

*Note: The Huron County Community Foundation and/or The Community Foundation of Lorain County may use excerpts from this report in other documents or publications.*

Please contact the Program Staff at the Community Foundation of Lorain County with any questions regarding your grant or this report. Mail or e-mail your report to:

Community Foundation of Lorain County  
Attn: Program Staff  
9080 Leavitt Road  
Elyria, OH 44035  
E-mail: [HuronCountyCF@peoplewhocare.org](mailto:HuronCountyCF@peoplewhocare.org)

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

This table provides the grant periods for each of our grant cycles. NOTE: grant periods are subject to change depending on the timing of HCCF grant decisions, always refer to the "Terms of Grant Agreement" form that is sent to you after a grant is awarded.

Grant Deadline/Postmark	Grant Period Start	Grant Period End	Grant Report Due by:
January 15	April 1	March 31	April 30
August 15	October 1	September 30	October 31

**HURON COUNTY COMMUNITY FOUNDATION  
Grant Report Form**

**Section "A" - Grant Profile**  
**CONTACT INFORMATION**

Date \_\_\_\_\_  
Organization \_\_\_\_\_  
Department \_\_\_\_\_  
Name \_\_\_\_\_  
Position \_\_\_\_\_  
Telephone      Work \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_

**PROJECT INFORMATION**

Grant #            # \_\_\_\_\_ (see your Award Letter)  
Project Title \_\_\_\_\_  
Project Term      From \_\_\_\_\_ To \_\_\_\_\_  
Total Cost of Project            \$ \_\_\_\_\_  
Amount of Grant                    \$ \_\_\_\_\_

**Section "B" – Project Report**

**Project Update**

1. Please provide a brief description of 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 outcomes of your project? What lessons, if any, were learned from 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. What were the strengths and challenges of the project? 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. How did you raise awareness of this project?
9. Was the Huron County Community Foundation acknowledged as a funder of this grant? How?

**Attachments**

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

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