

African American Community Fund Grant Report Guidelines

The African American Community Fund, an affiliate of The Community Foundation of Lorain County, was founded in 1989 and is comprised of more than 20 endowment funds. The African American Community Fund awards grants to improve the quality of life of African Americans in Lorain County. The Fund has a special interest in affecting the most disadvantaged in the community. The ten member Advisory Board determines grant awards to tax-exempt organizations and public agencies through the grant process.

The African American Community 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 African American Community Fund and the Community Foundation may use excerpts from this report in other documents or publications.

Please contact the Foundation Liaison, with any questions regarding your grant or this report. Mail or e-mail your report to:

African American Fund
Community Foundation of Lorain County
9080 Leavitt Rd.
Elyria, OH 44035
E-mail: AACF@peoplewhocare.org

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

**African American Community Fund
Section "A" - Grant Profile**

CONTACT INFORMATION

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

PROJECT INFORMATION

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

**African American Community 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 African American Community 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.**