

# Grant Outcome Report

This form must be completed prior to applying for another grant. If the project or projects are in process, you must submit an interim outcome report to assess progress and usage of funds. The Grand Rapids Jaycees Foundation must receive this information within three (3) months of receipt of funds.

Name of Organization:

Contact Person:

Phone Number:

Name/Description of project(s) that utilized funds:

- 1) Please state the objectives of the project (s) and if the project(s) objectives were met.
- 2) What was the timeframe of the project(s), and was the timeframe met or is it on track to be met?
- 3) How did you measure the results of the project(s)?
- 4) How many people were served by the project(s)?
- 5) Did the cost exceed the projected costs? If yes, please explain.
- 6) How did your organization promote the Grand Rapids Jaycees Foundation?
  - (a) Internally
  - (b) Externally
- 7) Provide any additional information that will support your use of the funds received through the Grand Rapids Jaycees Foundation including detailed expenses and variances.
- 8) Please include photos, names, quotes of those involved, responses from your constituency or the populations you serve, etc.
- 9) What is the future plan of the project(s) utilizing the funds provided by the Grand Rapids Jaycees Foundation?
- 10) Are you planning to request additional funds from the Grand Rapids Jaycees Foundation? If yes, please provide a brief description of the proposed usage of additional funds.

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Signature Executive Director

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Print Executive Director

Mail completed form to: Grand Rapids Jaycees Foundation  
Attn: Grants Administrator  
2774 Birchcrest SE  
Grand Rapids, MI 49504