

Annual Grant Report Instruction Sheet

Please complete the Annual Grant Report including:

- **Grant Award Annual Report Cover Sheet**
- **Answers to Questions**
- **Financial Report**

The Annual Grant Report may be submitted electronically or by regular mail to the program officer assigned to your grant.

Please address all of the following questions. The completed document should not be more than 10 pages, one-sided, double-spaced text, using 12-point type on standard 8.5 x 11 inch paper. Please label/number each question as you proceed.

The report should include a heading with the organization name, grant title, grant number and the date of the report. Please number pages. Thank you.

1. What was the purpose of the project? Please describe goals (measurable, time phased, realistic & important to the agency) and measurable objectives of the project.
2. What were the action steps/activities implemented to meet these goals and objectives?
3. What specific outputs/indicators did you expect to achieve in this project? Which ones were you able to achieve? Of those you were unable to achieve, please explain why not. Please provide numbers when appropriate, for example, clients served or contacts secured, etc., actual versus anticipated.
4. Who was served by this project? What was the impact?
5. What happens next to the project? What is the future funding scenario?
6. What are lessons learned from this project?
7. Financial Performance (*see next page)
 - a. Please complete the table on the next page, using as many line-item entries as appropriate.
 - b. Did you achieve projected efficiencies, if that was one of your goals?
 - c. Did you achieve projected leverage, if that was one of your goals?