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Grant Reporting Guidelines

Grantee partners of Friends Foundation for the Aging are asked to make periodic reports to the Foundation as a condition of the grant agreement. Mid-year conversations (replacing written reports) will be done by phone/zoom. You may also be asked to present to the board during the year. A written report is required within 6 weeks of the end of the grant period. **Limit 3 pages.** Any organization wishing to be considered for subsequent year funding must submit its report at the same time as a new proposal (even if less than a year). Please reach out if you have questions.

Return the reports to:

Friends Foundation for the Aging

shoskins@friendsfoundationaging.org

These questions should echo the ones asked in the Letter of Intent and grant proposal, so you can be brief.

1. What problem were you addressing? What solution did you propose to address it?
2. What actions did you take? What worked and didn't work toward your objectives? Please share any unanticipated benefits or barriers encountered.
3. How did you measure success--both quantitative and qualitative? Please include numbers and demographics of people touched by the work.
4. How did partnerships/collaborations enhance or challenge the project?
5. Include a budget and actual for the project during the reporting period.
6. What conversations have you had on how to sustain the project after the grant, and do you have plans to share your results with other organizations?
7. Feedback on your interaction with FFA would be helpful. How have we helped? Made it harder? What else can we do to facilitate your work?
8. Additional comments:

