



Madison Trust project grant reports are due six months and one year following the funding event. Your report is a formal way to update your philanthropic investors on what you've accomplished with the funds you have raised. Reports should include the following sections detailed below:

A HEARTFELT "THANK YOU"

Make your philanthropic investors feel appreciated by expressing your gratitude at the beginning of your grant report. A common way of doing this is by adding a cover letter just like you would do with a grant proposal.

If you're designing your grant report to include photos, you can include a thank you page at the beginning. Add in some photos on this page to show your philanthropic investors the impact their support has made.

GRANT ACTIVITIES

The grant activities section is the heart of your grant report. In this section, you'll highlight what you originally proposed to do with the funds raised and the activities you've completed so far.

In the grant activities section of your report, you'll share the process you went through to accomplish any major milestones. You'll also highlight areas in which you exceeded your expectations, as well as areas in which your project has opportunities for improvement.

You'll also want to include details on any volunteers or partner organizations that have supported your grant activities so far. For volunteers, provide the number of people who supported the grant activities, their total hours, and what they contributed to the project. For partner organizations, state the names of the organizations and how they supported the project.

OUTCOMES & IMPACT

After you've outlined your grant activities, share data that show the difference this project has made. This section will vary greatly, depending on how far along you are in executing your project, as well as the type of project you're implementing. The easiest way to get started with this section is to revisit the goals and objectives you included in your initial grant proposal.

Keep in mind that your data doesn't have to be all numbers! Share participant quotes, testimonials, or stories of transformation that are a direct result of your project.

CHANGES TO THE INITIAL GRANT PROPOSAL

It's rare that project implementation goes exactly as planned, especially if it's a new project. If you've changed your project plan since the initial grant proposal, use this section to discuss changes, why they were made, and how the changes have improved your project.

Please note, if you need to make major changes to a project plan or budget or are behind schedule, it's best to discuss those changes with the Corporate and Foundation Relations team before implementing them.

CHALLENGES & LESSONS LEARNED

There will always be unexpected factors that impact your ability to meet proposed goals and objectives. Keep in mind that none of your philanthropic investors expect your project to run smoothly all the time. Sharing your challenges and responses to those challenges is an opportunity to highlight your resilience and creativity.

Use this section to share:

- Details on the factors that presented a challenge
- How these factors impacted your project plans
- The lessons you learned from these experiences
- How you will (or did) incorporate these lessons to improve current and future efforts

FUTURE PLANS & SUSTAINABILITY

Philanthropic investors like to know the successful projects they've supported have staying power. If you're writing an end-of-year grant report, use this section to share information on your plans for future iterations of the project and how you will sustain it (e.g., other grants, fundraising, etc.).