



Community Partner Reporting Form

Section 1: Project Information

Grant Recipient Name/Organization:

Project Title:

Contact Information:

- Address:
- Phone:
- Email:

Reporting Period:

[Start and end date covered by this report]

Section 2: Progress Summary

Provide an overview of the progress made during the reporting period.

1. Project Goals:

[List the original goals and objectives of the project as outlined in your grant application.]



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2. Summary of Activities:

[Briefly describe the activities completed during the reporting period, including any challenges and adjustments made.]

3. Key Achievements:

[Highlight the most significant outcomes and milestones achieved during the reporting period.]

Section 3: Impact

Describe the impact your project has made.



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1. Beneficiary Data:

[Detail the audience or population reached and how they benefited.]

- Number of beneficiaries served:
- Description of beneficiaries: [Brief demographic summary]

2. Measurable Outcomes:

[List metrics or evidence to demonstrate project success, such as survey results, testimonials, or statistical data.]

3. Unexpected Outcomes:

[Were there any unexpected positive or negative outcomes? If so, explain.]



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Section 4: Financial Report

Provide details on how the grant funds were spent.

1. Use of Funds:

[Explain if funds were utilized as planned or if changes were made from the original budget.]

2. Financial Summary:

Expense Category	Budgeted Amount	Actual Amount Spent	Description
Personnel	[Budgeted]	[Actual]	[Description of expense]
Materials/Supplies	[Budgeted]	[Actual]	[Description of expense]
Travel	[Budgeted]	[Actual]	[Description of expense]
Other (specify if any)	[Budgeted]	[Actual]	[Description of expense]
Total	[Budgeted Total]	[Actual Total]	



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Section 5: Challenges and Lessons Learned

1. Challenges:

[Describe any obstacles encountered during the project and how they were resolved.]

2. Lessons Learned:

[Share key insights or lessons learned that could inform future projects.]

Section 6: Supporting Documents

Attach relevant supporting materials such as:

- Photos or videos of project activities
- Testimonials from beneficiaries
- Copies of surveys/reports used for project evaluation



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Section 7: Next Steps

1. Continuation Plan:

[Describe plans for sustaining the impact of the project beyond this grant funding.]

2. Additional Funding Needs:

[If further funding is needed, explain why and how it will be utilized.]

Submission Details

Report Due Date:

[Enter deadline for grant report submission]

Submission Method:

[Specify how the report should be submitted: email, online portal, mail, etc.]