The Culture & Animals Foundation (CAF)

Grant Reporting Form

Reports help CAF track the progress of grants and ensure proper programmatic oversight. They also provide the grantee an opportunity to reflect on their work. Please use the guidelines below to report on the progress of your grant.

The report due date is **December 31st** of the year in which you received the grant. CAF will not release future grants until all report requirements are up-to-date. Do not use this report to request future support.

Please add some supplemental information or materials that may be helpful to our understanding of your progress as relevant, e.g. photos, video, or media coverage. Please submit this report as an attachment to admin@cultureandanimals.org. Thank you for your time on this and your work.

Today's Date: _____ **Your Name:** _____

Title of Your Grant: _____

Name of Your Organization (if applicable): _____

Purpose of Grant: _____

_____

_____

Amount of Grant: _____ **Year Grant Given:** _____ **First Grant Given from CAF (Y/N):** ____

Email Address: _____ **Telephone #:** _____

Website (if any): _____

Social media sites (if any): _____

_____

Type of Grant (Research, Creativity, Performance): _____

NARRATIVE

Please answer the following questions in a report that is three pages single-spaced or shorter:

A brief description of the grant's original goals and objectives.

What were you able to achieve as a result of this grant? Give specific examples.

What internal and external factors contributed to or impeded the success of this grant?

How have you promoted, presented, or communicated about the project for which you received the grant?

Based on your experience thus far, what would you have done differently if you had the chance?

Has the grant allowed you to further your work in any specific ways, e.g., through additional funding, new contacts or opportunities, new collaborators or increased visibility?

Are there any important changes or information about your grant you want to share with CAF?

FINANCIAL

Did you spend the money as outlined in the grant proposal? If no, please explain.

Are there any grant funds remaining? If so, please explain how you plan to apply them to the next stage of your project.