

GRANT REPORT

John Gogian Family Foundation

Reporting Requirements and Dates. The John Gogian Family Foundation requires two Grant Reports from its partners to ascertain the progress of the programs and/or capital projects it has supported. All John Gogian Family Foundation grants are awarded for a 12 month term, unless otherwise noted. Grant Reports are due on April 15 and October 15, continuing until all funds have been expended and the project, as proposed in the application, has been completed. Grant Reports may be mailed to: 3305 Fujita Street, Torrance, CA, 90505 or submitted via email to: kboyle@gogianfoundation.org

Financial Reports. In addition to the Grant Report, please attach a one page line item financial report, showing all revenue and expenditures for the program or capital expense.

Grant Extension. If at the end of 12 months you have not expended all of the funds, you must explain in writing the circumstances for not meeting this condition. The Foundation will contact you to discuss the circumstances and amend the Grant Agreement if required.

Matching Grants. All matching grants require a list of names of donors and the amounts and dates of their gifts to validate that all required additional commitments from other sources (in cash and valid pledges) have been secured.

GENERAL INFORMATION	
Organization name:	Date:
Contact and Title:	
Address:	
City, State & Zip:	
Telephone number:	Email address:

GRANT AWARD	
Grant Amount:	Grant Award Date:
Was this your first grant from the Foundation? Yes <input type="checkbox"/> No <input type="checkbox"/>	

NARRATIVE (Please limit your comments to the space provided)

1. **Grant Purpose:** (Give a brief description of the program/project.)

Name of Organization: _____

Date: _____

2. **Progress:** (Describe your progress to date as it relates to the goals and timetable as stated in your original grant application.)

3. **Accomplishments:** (What accomplishments have you seen to date? Please include a description of the impact the grant has had on your organization, the program/project, or the population you serve.)

Name of Organization: _____

Date: _____

4. **Challenges:** What challenges have you encountered and how will you incorporate these findings into future planning and/or evaluation efforts?

5. **Sustainability:** What other foundations or corporations have awarded funds to sustain this program? If none, what are your plans to sustain this program in the future?

6. **Organizational Capacity:** To build or strengthen the capacity of your organization can you identify any areas (e.g. staff development, technology, strategic planning, fundraising, board development, etc.) that would increase your efficiency and/or effectiveness?

