

## Donor-Advised Fund Grant Report Guidelines

This report is intended to be a depiction of what your organization was able to accomplish with the grant funds awarded. This information will be shared with the donor advisors who recommended the grant. Please complete the information in the table and answer the questions. The report should be 1-2 pages. Email reports to [reports@oc-cf.org](mailto:reports@oc-cf.org).

<b>Organization Name:</b>	
<b>Fund/Donor Advisor:</b>	
<b>Grant Amount/Purpose:</b>	
<b>Report Time Period:</b>	

- Provide a brief description of the program for which your organization received funding and the impact of this funding to date. Be sure to include your successes as well as any obstacles encountered and how they were addressed. If grant was unrestricted, provide a description of your accomplishments.
- Provide one story illustrating the impact of the grant.
- Provide a financial summary of how the grant funds were used.
- Provide a brief description of how your organization would use a similar amount of funds if it were to receive additional grants in future years.
- If applicable, please share any important happenings about your organization.
- Optional: Send photos of program work. (no more than 2)