



THE TK FOUNDATION FUND AT OCCF REPORTING GUIDELINES

All reports must be submitted via e-mail by the due date listed on the grant agreement. If more time is needed to complete a report, OCCF must receive notification at least two weeks prior to the due date. If there are changes to the grant period or contact information, please contact OCCF or the TK Foundation immediately. Please **e-mail** reports to reports@oc-cf.org.

The report is intended to be a concise depiction of how objectives were met and any challenges faced regarding the specific project funded by the TK Foundation Fund at OCCF. Financial information should be reflective of the project funded by the grant. The report and financial information should reflect funds expended during the grant period only.

Please make sure the report includes the following completed forms that are provided in this document:

- ☐ Report Cover Page
- ☐ Objectives Worksheet
- ☐ Narrative
- ☐ Financial Report

REPORT COVER PAGE

Today's Date		
Organization Name		
Project Title		
Summary of Funded Project (no more than 75 words)		
Summary of Accomplishments to Date (no more than 150 words)		
Grant # and Grant Amount	# _____	\$ _____
Address		
Phone # and E-mail Address		
Contact Name and Title		
Grant Period		
Dates Covered in Report		

REPORT OBJECTIVES WORKSHEET

List the objectives as stated in the original proposal. Include a brief summary of the action taken and evaluation of each. Attach additional pages if needed.

Objective 1: <i>(as stated in grant proposal)</i>	
Was this project objective achieved?	☐ Yes, objective was achieved. ☐ No, obstacles were encountered, objective was not achieved.
Actual outcomes and progress to date:	

Objective 2: <i>(as stated in grant proposal)</i>	
Was this project objective achieved?	☐ Yes, objective was achieved. ☐ No, obstacles were encountered, objective was not achieved.
Actual outcomes and progress to date:	

Objective 3: <i>(as stated in grant proposal)</i>	
Was this project objective achieved?	☐ Yes, objective was achieved. ☐ No, obstacles were encountered, objective was not achieved.
Actual outcomes and progress to date:	

REPORT NARRATIVE

Provide a brief description of the program for which you received funding and the impact of this funding specifically to your organization and/or the population you serve. Be sure to include your successes as well as any obstacles encountered and how they were addressed.

FINANCIAL REPORT

The financial report is an accurate depiction of the income and expenses related to the funded project. If this is a final report please report on funds for the entire project.

Organization Name: _____

Grant Amount: _____

Funding Period: _____

Project Income Sources	Project Income	Actual Funds Received to Date
TOTAL INCOME		
Project Line Item Expenses	Project Budget	Actual Funds Spent to Date
TOTAL EXPENSES		