

***Grants Program 2.0 Supporting Subnetworks***

**REPORT FORM**

**Grant Period (beginning and end date):**

**Organization Name of Fiduciary:**

**Project Coordinator:**

**Telephone No.: E-mail Address:**

**Grant amount:**

**Collaborating Organizations:**

**Project Title:**

**Project Description and Results**

**Please include a narrative that addresses the following points:**

1. A brief description of the original goals and objectives outlined in the proposal.

2. Describe the key accomplishments achieved through this grant. Describe if and how you influenced policy in the Great Lakes region. Please be sure to specify the number of people served, the units of service provided and/or any other relevant quantifiable data.

3. Is the project proceeding as scheduled? If not, please lay out a revised plan / schedule.

4. List the subnetwork members (name of organization and name of lead representative(s)). Include the date when they joined and indicate if anyone left the subnetwork during the grant period.

5. What activities have you done under the project?

a. Which activities have produced the anticipated results? Which have not?

6. Please describe how this grant helped advance the goals of the Great Lakes Network Grant Program 2.0, outlined as:

a. Helping Network members access and utilize Great Lakes policy knowledge;

b. Helping Network members respond to current and emerging issues; and

c. Enhancing integration, collaboration and coordination across issues and geographies (including the Canada -U.S. border).

7. Describe how the organizations worked together in the subnetwork? Please describe activities related to convening such as how often you met.

a. What worked well? What could have been improved?

8. How did you engage with members of the Great Lakes Network that were not part of your subnetwork?

9. How did you share results and lessons learned with members of the Great Lakes Network?

10. What are the next steps for the subnetwork? For instance, are you fundraising? Will you continue to meet?

11. Is there anything else you can tell us that will help us understand your accomplishments under the grant, its impact on the Great Lakes, or impact on your organization?

12. Did you spend the money as outlined in your proposal? If not, explain.

13. What do you have to say about our grant program?

14. Please attach your best photo (if any were taken along the way or of the end result if applicable).

**THANK YOU!**

**Please return this form to:**

**Freshwater Future**

**grants@freshwaterfuture.org**

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Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: Please submit the narrative and financial sections of the report together. They cannot be processed separately.*

**Financial Report Form**

**Name of Fiduciary Organization:**

**Project Title: Reporting Period (starting date): \_\_\_\_\_\_\_\_ to (ending date): \_\_\_\_\_\_\_\_**

1. Please list only Great Lakes Network Grant Funds on this table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Item Description**  *Line Items from*  *Grant Application* | **Original Item Budget a**  **($)** | **Actual Total Item**  **Expense**  **($)** | **Balance**  **(Zero, Positive, Negative b) ($)** |
|  |  |  |  |
| **TOTALS** |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Date

a Use the budget submitted in your original proposal.

b The final report should explain (under #2) all positive balances that exceed $250.00 U.S.

2. Explanation of positive balances that exceed $250 of the budgeted line item amount (from #1)

Source Grant Period Amount ($)

3. Other funding sources for this particular project (if applicable)

Budget Item Description Positive Balance ($) Explanation