



## Community Grants Reporting Instructions

Contact grants staff with questions about reporting:  
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The Calgary Foundation wants to know the results of your initiative. When awarding grants, we anticipate success, but understand that many initiatives take place in dynamic contexts, with escalating community needs and a fluctuating economy. Reporting helps both the Calgary Foundation and your organization learn from your experience and understand the impact of the grant on your organization and the community.

**Submit a brief report, no more than 4 pages, as a Word document to [Grants@CalgaryFoundation.org](mailto:Grants@CalgaryFoundation.org) quoting the grant number in the report title and subject line of the email.**

**NEW! If you submitted your grant request through the Online Grant Portal, you will also complete your reporting through the portal. You will find the report forms under “Follow-up Forms” on your dashboard.**

Address the following areas in your report:

### Impact

- What were the intended results in your approved proposal? Did you achieve them? If yes, what are some specific results? If no, are there any particular reasons?
- Were there any unexpected results, positive or negative?
- How were citizens engaged in this project and involved in improving our community?
- Did you create any new partnerships as a result of this project?
- What impact did this grant have on your organization?
- How was your organization strengthened through this work?

### Sustainability

- How will the impact of your project be sustained?
- Were additional funds from other sources obtained for this project?

### Learning

- If you had the opportunity to do the project again, what would you do differently?
- What was your organization's most significant learning about this kind of project?

### Financial Accounting

- Include an accounting of the revenue and expenses for the whole project, paying particular attention to details on how you spent the Calgary Foundation's grant.

### Recognition

- Provide copies of materials that recognize the Calgary Foundation as a supporter of your initiative – include any pictures or other appropriate material.

It is possible that a report prepared for another funding source will meet our needs. However, contact us in advance if you believe this is the case. Also, call us to discuss your reporting options if you feel your initiative does not lend well to this format. Please restrict attachments to those directly related to the initiative. The grant number can be found on your Grant Agreement and accompanying letter. We see value in hearing about initiatives firsthand. Therefore, we may ask to meet with you to discuss the initiative after the report has been submitted.

### Due Date

Please note the due date for your reports in your grant agreement.

**In order to be eligible to apply for a new Community Grant you must submit your final report 2 weeks prior to the application deadline.**