

## Grant Summary Report Instructions

As a recipient of a grant from a Designated Fund of the Springfield Foundation, we ask that you complete the following form. This information will allow us to share with the donor the impact of their grantmaking.

In addition to the following form, the Grant Summary Report is available at [www.springfieldfoundation.org](http://www.springfieldfoundation.org) in an on-line format. You may mail the report in hard copy, fax to the Springfield Foundation at 937-324-1836 or send by email to [susan@springfieldfoundation.org](mailto:susan@springfieldfoundation.org).

**Deadlines:** This report is to be submitted to the Springfield Foundation by **December 15, 2017**. If the funds have not been expended by this date, contact Suzie Carey at 937-324-8773 to discuss an extension. Failure to report will delay further distributions from this Fund of the Springfield Foundation.

### Completing the Report:

Fill in all blank fields with the requested information. Write in any changes in pre-filled fields

### Attachments:

Please attach documents as indicated.

**Questions? Contact:** Suzie Carey, Director of Grants and Scholarships, The Springfield Foundation, 333 North Limestone Street, Suite 201, Springfield, OH 45503; 937/324-8773, [susan@springfieldfoundation.org](mailto:susan@springfieldfoundation.org).



## GRANT SUMMARY REPORT

**IMPORTANT:** Read Instructions before completing this report.

Organization Name	
Current Address	
Grant Number	
Grant Amount	\$
Grant Purpose	
Person Submitting Report	
Email of Contact Person	
Name of Executive Director	
Date Report Submitted	
How was the grant used by your organization?	<input type="checkbox"/> Operating Support <input type="checkbox"/> Project <input type="checkbox"/> Program <input type="checkbox"/> Capital <input type="checkbox"/> Other:
Briefly describe how this has grant impacted your organization.	

### Attachments:

- Accounting of how these specific grant dollars from the Springfield Foundation were spent.
- Resource/publicity material acknowledging support from the Springfield Foundation.
- Optional – Share a success story from this grant.

**Please submit this report by December 15, 2017 to:**

Springfield Foundation, 333 North Limestone Street, Suite 201, Springfield, OH 45503, or by email attachment to [susan@springfieldfoundation.org](mailto:susan@springfieldfoundation.org).