Springfield Foundation Grant Report Instructions

The Grant Reports are available in an on-line format at www.springfieldfoundation.org and can be accessed by clicking on the Grants Tab located at the top of the webpage and then by clicking on Reporting and Resources. You will find everything you need under the Mid Term & Final Report Forms Section of the page including access to the online grant reports and the Program/Operating Budget Form.

If you do not have access to technology to complete the online grant report, please contact the Springfield Foundation for assistance.

Deadlines: This report is to be submitted to the Springfield Foundation as instructed in your Grant Conditions.

Section 1 – Instructions

Delivery: The report is to be submitted using the on-line format by the due date indicated in the online grant report.

All fields with an asterisk are required.

Responses to the Narrative sections of the report are limited. Word counts are indicated for each response.

Section 2 - General Information

Fill in all required fields with the requested information. Update contact information if applicable. Otherwise, skip to the next section.

Section 3 – Results

Demographic Information

Enter the number of unduplicated people served by the program/project/activity and provide demographics of the population served by the grant.

Program/Project Changes

Describe any changes that have been made to the program/project that was originally proposed in your grant application. Tell us why these changes were necessary. If there have been no changes, type N/A in the textbox.

Outcomes

Outcomes: Refer to the original outcomes, activities, measurements, and desired results from your grant application. These outcomes should be what you are reporting on in the grant reports.

For each Outcome, enter the following information:
- Outcome.
- Actual results.

Section 4 – Financials

Financials

Email a budget report to Lori@SpringfieldFoundation.org that shows both budgeted and actual numbers for the program or project to date. You may use your own form or the budget form provided on the Springfield Foundation website in the resources section.

Please note, if you received a general operating grant, we would like you to provide your year-to-date Operating Budget showing the budget and actual numbers.

Please describe any "In Kind budget items or "Other" revenues and expenses in the online grant report.

Section 5 and 6 apply only to the Final Grant Report.

Section 5 – Reflection
Narrative
Provide brief answers or explanations to answer these questions about the funded program. Your responses to this section will help us understand specific successes or challenges associated with this project, what you would do differently, and how the community has been impacted by the grant.

Section 6 – Publicity
We ask you to publicize grants from the Springfield Foundation so the community can learn about the ways we are working together. Credit is expected from all funded organizations, regardless of the dollar amount of the grant, or whether the funding supports a program, a project, general operations, or a capital campaign. We in-turn want to let our donors and the community know about the great things you're doing and to publicize our partnership with your organization.

Please provide a digital photo (jpg/jpeg) of your program/project/activity that we can use in our printed materials, on our website or on social media.

In this section please tell us how you are publicizing the Foundation's involvement. If you have examples of publications in which the Foundation has been credited you can attach them here. This may include printed material or forms, press releases, news articles, etc.

Questions? Contact: Lori Boegershausen, Grants Manager, The Springfield Foundation, 333 N. Limestone Street, Suite 201, Springfield, Ohio 45503, 937/324-8773, Lori@springfieldfoundation.org.