**Lutheran Foundation Regular Grant Report Form Questions**

***(NOTE: All requests must be submitted online using the web portal available on the website of Lutheran Foundation. This document is for informational purposes ONLY.)***

**GRANT APPLICATION INFORMATION**

Organization Name

Project Title/Program Name

Grant Number (found on Grant Agreement)

**Please fill in the contact information for the person completing this report.**

Preparer Name

Name

Title

Phone

Email

Type of Report

* Interim
* Annual
* Final

**Note: Based on the type of report showing above the following time frame should be reflected in this report.**

* Interim Report: Grant Start Date to Interim Report Due Date
* Annual Report: 12 months prior to Annual Report Due Date
* Final Report: Entire Grant Period

Time period covered in this report (MM/DD/YYYY-MM/DD/YYYY)

**GRANT UPDATE INFORMATION**

Activities

All information listed under Activities Proposed should be identical to information in your approved Logic Model and Evaluation Plan. The purpose of this report is to compare proposed and approved efforts with those actually achieved during the time period covered in this report. You may include additional efforts and learning, but do not omit anything that was submitted in your Logic Model or Evaluation Plan.

Activities Proposed

Activities Actual

Explain the reasons for any differences between your proposed activities/services and those you actually accomplished. Include an explanation for how your addressed any barriers you encountered and how you plan to address them in the future.

Write in N/A if you do not have an answer.

Target Population

Comment on the reasons for any differences between your proposed target population and those you actually served, including any variations in proposed vs. actual numbers served. Explain how you address any barriers you encountered and how you plan to address them in the future.

Write in N/A if you do not have an answer.

Indicators

**Using the same format as in your Evaluation Plan, report actual outcomes as achieved during the time period covered in this report.**

Approved Indicator 1

Indicator 1 Update

Approved Indicator 2

Indicator 2 Update

Approved Indicator 3

Indicator 3 Update

Approved Indicator 4

Indicator 4 Update

Describe your evaluation process for measuring and reporting on the specific outcomes listed above, and describe any changes you plan to make, if any, to your evaluation process (i.e. evaluation methods, evaluation timeline, etc.).

Describe any differences between what you hoped to accomplish and what you actually accomplished. Include a description of any changes you plan to make to achieve your outcome indicators.

Please share any additional comments/feedback, if desired.

**Project Expenses**

Approved Use of Funds will be provided to assist in completing the project expense section of this report.

Actual Project Expenditures

Budget: The budget form template can be found under Forms and Documents at www.lutheranfoundation.org. The form is called "Regular Grant Budget Report Form" under the Report Forms section.

Provide any comments on the above expenditures, especially if they differ significantly from your Grant Application and/or Grant Agreement.

**FINAL REPORT ONLY**

Final Report

Only required if this is the final report for your entire grant.

Write in N/A if this is not a final report.

What have you learned during this entire grant period? (e.g.. ways to improve implementation/effectiveness, facilitate collaborative relationships, improve future activities, strengthen outcome statements, etc.).

How have and/or will you adjust your organization or future projects/programs based on the lessons you have learned?