



## Grant Impact Report

This report has four required sections (see reverse). Please read the descriptions of each section closely, complete your report, and email it to Anna Attaway at [anna@catholicfoundationmt.org](mailto:anna@catholicfoundationmt.org). Or, if you like, you can send a hard copy to:

Catholic Foundation of Eastern Montana  
Attn: Anna Attaway  
PO Box 1345  
Great Falls, MT 59403

Alternately, you can fill out the same report using our online form by visiting [www.catholicfoundationmt.org/grants-program/](http://www.catholicfoundationmt.org/grants-program/) — this is preferred.

Don't hesitate to reach out to Anna ([anna@catholicfoundationmt.org](mailto:anna@catholicfoundationmt.org) or 406-401-1767) with any questions!



Parish/organization name: \_\_\_\_\_

Grant contact name (if different): \_\_\_\_\_

Grant contact phone: \_\_\_\_\_ Grant contact email: \_\_\_\_\_

Has the purpose of your grant been achieved? Circle one: YES / NO (If NO, please explain)

*As sponsor (pastor/principal/executive) of the original grant application, I attest that:*

- 1. Catholic Foundation funds were not spent for any purpose other than that stated in the grant proposal.*
- 2. The information included in this report is accurate.*

\_\_\_\_\_  
Printed name of sponsor

\_\_\_\_\_  
Signature of sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email address

# **Grant Impact Report Sections**

*Please attach your responses to sections 1-3 on a separate sheet of paper.*

## **1. A formal thank-you letter**

Your words of gratitude may be forwarded to our Board and donors, or used in publications like *The Harvest* or our newsletters. Please take the time to express yourself thoughtfully and in detail, even if you have already thanked Foundation staff by phone or email. See the “Grant Reporting Examples” attachment.

## **2. Grant activities**

Please briefly recap what your organization proposed to do with the grant and how the project was implemented. One or two paragraphs are sufficient. In this section, please explain:

- a. Any special, positive outcomes from this grant that were unforeseen
- b. How many people have been, or will be, significantly impacted by the project this grant supported? Who will benefit?

If you'd like, you may include this section in your thank-you letter (see the second paragraph of the sample letter under “Grant Reporting Examples”).

## **3. Testimonials and stories**

Help us show the difference this project has made to your Catholic organization and/or community. We are looking for participant quotes, testimonials, or stories of transformation—any good news that is a direct result of your project. See an example on the “Grant Reporting Examples” handout.

*Testimonials, quotes, and stories are of critical importance to the Catholic Foundation of Eastern Montana. Your grant impact report will be considered incomplete without them, which factors into future grant award decisions.*

## **4. Grant Expense Record and other reporting**

The Foundation must receive evidence that the grant has been used for the intended purpose within 12 months of receiving the awarded funds. Please use the attached “Grant Expense Record” form to show how grant funds, and other funds for your project, have been spent.

In addition, please include scans/copies of receipts and invoices, high-quality photographs, data and statistics, bulletin inserts/announcements or newsletter articles promoting your grant, and any other useful information. See the “Grant Reporting Examples” attachment. Digital copies of attachments are preferred—you can email them to Anna at [anna@catholicfoundationmt.org](mailto:anna@catholicfoundationmt.org) or text them to 415-590-0916.

**Thank you for everything you do for Christ and his Church!**



## Grant Expense Record

*Please list all project expenses.*

<b>Briefly describe the expense:</b>	<b>How much grant money was spent on this line item?</b>	<b>How much money from other sources was spent on this line item?</b>
<i>Example: New religious education curriculum, grades K-8</i>	<i>\$3,200</i>	<i>\$1,000 (anonymous donor)</i>
<i>Example: Training day for 17 catechists (including lunch)</i>	<i>\$300</i>	<i>\$200 (in-kind lunch donation from a parishioner's restaurant)</i>
<b>TOTALS:</b>	\$	\$