

Grant Reporting Examples

#1 & #2: A formal thank-you letter (with grant activities)

We share these with the Board and with donors who support endowments funding the grant program. The second paragraph below is an example of grant activities reporting (section 2).

Dear Catholic Foundation of Eastern Montana,

We just received notice that our parish was selected for a Foundation grant. We are so excited! Thank you to the Board and to all the donors who make the grant program possible.

The grant we received was a huge help for our religious education program. Because of this additional funding, we were finally able to purchase the new curriculum we have been eyeing for years. The 45 kids in our RE program have become much more engaged in class than before, and they honestly just seem to be having more fun learning about our Catholic faith, the Sacraments, and the saints—what a joy to see!

The catechists say it's easier to use, too. It's amazing the difference that a great curriculum can make.

This week, we mailed out our newsletter, in which we noted the grant from the Foundation. We made sure to add in your logo and contact information, and this past weekend I made an announcement regarding our grant from the pulpit, too. (Copies are attached.) Everyone is excited. On behalf of our entire parish community,
thank you!

Sincerely in Christ,

Father Ben

#3: Testimonials and stories

*Example of a story to share with the Foundation—
which we could share with our donors!*

“Twelve-year-old Eric and his family are recent converts to Catholicism. We know that the new religious education curriculum paid for by our grant is wonderful because Eric’s parents just told Father that they sometimes find him showing his handouts to his younger sisters and teaching them what he learned in RE.

How awesome is that? He’s not just learning; he’s now passing on the faith himself, even as a middle-schooler!”

#4: Grant Expense Record and other reporting

Great finance reports are evidence that the grant was used for the purpose you applied for. They can be simple and still effective. Ideal reports include:

- **Copies/scans of all receipts or invoices** for all the services or products you purchased
- **Photographs of your in-progress or completed project** (preferably beautiful, high-resolution ones, so that we can use them in Harvest articles or newsletters). Example: if you are building something, take photos of volunteers smiling at the camera, as well as them standing in front of the finished project!
- **List of all project expenses** on the "Grant Expense Record," noting whether the grant or another source covered the cost. See top rows of the "Grant Expense Record" as an example.