

GRANT REPORT TEMPLATE

Congratulations on receiving a grant from a fund at the Carbon County Community Foundation (CCCF)!

All grantees are required to submit a brief report upon completion of the funded project associated with the grant, or within twelve (12) months of receiving the grant unless an extension has otherwise been granted.

Please use the guidelines below to draft your report. Reports should be limited to one page.

- I. Organization name & title of funded project
- II. Amount of grant award, date awarded (month, year), and name of fund that the grant was issued from
- III. Please provide a brief description of how the funds were spent and any outcomes of the project. Share anything you learned and, if the project will continue, what changes you might implement.

If you wish, you may also submit photos or other materials to supplement your report. We would love to share these photos and information on our social media and in printed materials like our Community Impact Report in order to spotlight the important work you are doing.

If you have any questions, please contact the Carbon County Community Foundation at director@cccfoundpa.org or 610-730-2526

Reports can be submitted to the email above or a copy can be mailed to:
Carbon County Community Foundation, PO Box 243, Lehighton PA 18235

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