

*Annual Grant Report Instruction Sheet*

**Please complete the Annual Grant Report including:**

- **Grant Award Annual Report Cover Sheet**
- **Answers to Questions**
- **Financial Report**

**The Annual Grant Report may be submitted electronically or by regular mail to the program officer assigned to your grant.**

**Please address all of the following questions. The completed document should not be more than 8 pages, one-sided, double-spaced text, using 12-point type on standard 8.5 x 11 inch paper. Please label/number each question as you proceed.**

**The report should include a heading with the organization name, grant title, grant number and the date of the report. Please number pages. Thank you.**

1. What was the purpose of the project? What were the activities implemented to meet project objectives?
2. What specific outputs (or measurable targets for grant activities) and outcomes (or changes resulting from the project) did you expect to achieve in this project? How successful were you in meeting these outputs and outcomes? Please provide numbers where appropriate. Are there other ways in which the grant was successful? If there were challenges to success, please explain why.
3. What are lessons learned from this project?
4. What happens next to the project? What is the future funding scenario?
5. Please complete the Financial Report table per the form on our website, using as many line-item entries as appropriate.