

Chicago Area Grant Report

Working collaboratively, Chicago's philanthropic community is pleased to introduce another initiative to streamline the grant reporting process. Representatives from Chicago's foundations and corporate giving programs as well as a broad range of nonprofit organizations have designed the Chicago Area Grant Report to complement the Chicago Area Grant Application Form.

The purpose of the Chicago Area Grant Report is to help grantmakers better understand the organizations and programs they fund as well as to give nonprofits an opportunity to share information and reflect upon the progress of their programs.

Important Notes

- 1 Every grantmaker has different reporting deadlines and timetables.
- 2 Any grantmaker that has agreed to accept this report may request additional information at any stage in their reporting process.
- 3 This form may be reproduced in Word.

Instructions

- 1 Contact each donor to obtain additional information about reporting requirements.'
- 2 Type and single space all reports with a minimum 10-point font.
- 3 Answer all of the questions in the order listed.
- 4 Use headings as provided.
- 5 Submit number of copies required by each grantmaker.

Resources

Visit Forefront's Library to conduct research on reporting requirements. The Library is open to the public at 208 South LaSalle, Suite 1535, Chicago, IL 60604. Regular hours are noon to 5 p.m., Monday through Friday. The phone number is (312) 578-0175.

Please note that the Library does not answer questions on the reporting requirements of individual grantmakers.

Chicago Area Grant Report

Grant # (if applicable):

Funding Organization Name:

Recipient Organization:

Address:

Phone:

Fax:

Email:

Contact Person:

Title:

Signature:

Date:

Executive Director:

Title:

Signature:

Date:

Project name (if applicable):

Grant Amount

Period covered by grant:

Report due date:

Period covered by grant:

General Operating

Capital/construction/renovation

Endowment

Program/project

Equipment

Other (specify)

Chicago Area Grant Report

General Operating Support Grants

Respond to the following questions for general operating support grants (please limit narrative report to 3 pages (unless otherwise instructed by the grantmaker).

1. Objectives

- List the original proposal objectives, including demographics of populations served, as outlined in the grant request.
- If objectives have changed from those originally proposed explain why. How did this impact the overall organization?

2. Results

- Describe the progress towards meeting each of these objectives (include major activities, outcomes, the overall impact of the agency's activities). If applicable, address obstacles encountered and/or unanticipated outcomes.
- How are you measuring effectiveness of the organization's activities (qualitatively and quantitatively)?

3. Finances

- Attach agency budget as submitted in the original proposal as well as actuals to date (explain variances).
- List other funding sources (over \$1000), amounts raised, and dates received.

4. Challenges

What do you consider to be the most important concern(s)—apart from finances—currently facing the organization?

Chicago Area Grant Report

Program/Project Support Grants

Respond to the following questions for program/project support grants (please limit narrative report to 3 pages unless otherwise instructed by the grantmaker).

1. Objectives

- List the original proposal objectives, including demographics of populations served, as outlined in the grant request.
- If objectives have changed from those originally proposed explain why. How did this impact the program/project?

2. Results

- Describe the progress towards meeting each of these objectives (include major activities, outcomes, the overall impact of the program/project). If applicable, address obstacles encountered and/or unanticipated outcomes.
- How are you measuring effectiveness of the program/project (qualitatively and quantitatively)?

3. Finances

- Attach agency and program budgets as submitted in the original proposal as well as actuals to date (explain variances).
- List other funding sources (over \$1000), amounts raised, and dates received.

4. Challenges

- Explain whether or not there are any plans for on-going funding, expansion, modification, or replication of the program/project.
- What do you consider to be the most important concern(s)—apart from finances—currently facing the program/project?

Foundations and Corporate Giving Programs that accept the Chicago Area Grant Report Form

Aon Foundation
The Baxter International
Foundation
BP America, Inc.
The Bufka Foundation
Elizabeth F. Cheney Foundation
Chicago Bar Foundation
Chicago Tribune Foundation
Commonwealth Edison Company
RR Donnelley Foundation
Exelon Corporation
Jamee and Marshall Field Foundation
First United Church of Oak Park
Lloyd A. Fry Foundation
GATX Corporation
Lillian and Larry Goodman Foundations
IBM Corporation
ITW Foundation
Mayer and Morris Kaplan Family Foundation
John and Editha Kapoor Charitable Foundation
Kraft Foods, Inc. (accepts Grant Report Form
only)

John D. and Catherine T. MacArthur Foundation
The McCall Family Foundation
C. Louis Meyer Family Foundation
The Elizabeth Morse Charitable Trust
New Prospect Foundation
Northern Trust Company
Peoples Energy Corporation
Michael Reese Health Trust
Relations Foundation
Retirement Research Foundation
Hulda B. & Maurice L. Rothschild Foundation
SBC Foundation
Sears Holdings
Albert J. Speh, Jr. and Claire R. Speh Foundation
Steans Family Foundation
Irvin Stern Foundation
VNA Foundation
Washington Square Health Foundation, Inc.