

# TheJoyceFoundation

## INFORMATION TO BE INCLUDED IN GRANT REPORTS

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### **COVER SHEET WITH THE FOLLOWING INFORMATION:**

- GRANTEE NAME, ADDRESS AND PHONE NUMBER
  - NAME AND TITLE OF STAFF SUBMITTING REPORT
  - GRANT AMOUNT AND DATE(S) PAID
  - PURPOSE OF GRANT
  - AMOUNT OF GRANT EXPENDED TO DATE OF REPORT
  - PERIOD COVERED BY REPORT
  - REPORT DUE DATE
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### **NARRATIVE REPORT THAT ADDRESSES THE FOLLOWING POINTS:**

**1. GENERAL OBJECTIVES OF THE PROJECT FOR WHICH GRANT FUNDS WERE AWARDED**

**2. IS THE PROJECT PROCEEDING AS SCHEDULED?**

(If not, please lay out a revised schedule of activities.)

**3. PROGRESS THIS REPORTING PERIOD**

(Which activities have produced the anticipated results and which have not? What are your accomplishments? What have you learned? What have you learned that you would want to share?)

**4. ADDITIONAL NARRATIVE ADDRESSING QUESTIONS FROM THE AWARD LETTER**

(Please respond to any specific questions outlined in the grant award letter sent to you by the Foundation, and please feel free to add any other comments you may have.)

**In order to accommodate our filing system, we would appreciate receiving your report three-hole punched.**

**5. STRATEGIC MODIFICATIONS**

(What modifications to your strategy, if any, are you considering and why? Have there been any significant changes in staff?)

**6. PROBLEMS ENCOUNTERED**

(Which goals have you been unable to reach? Please explain.)

**7. PLEASE PROVIDE A COPY OF YOUR APPROVED PROJECT BUDGET, A LIST OF ACTUAL EXPENDITURES OF JOYCE GRANT FUNDS TO DATE, AND AN EXPLANATION OF DIFFERENCES, IF ANY.**

(If you are submitting a final report and a portion of your grant remains unexpended, please attach to the front of your report a check for the unexpended balance made payable to The Joyce Foundation.)

**8. FINANCIAL NARRATIVE—PROGRESS AND PROBLEMS  
ATTACH A COPY OF YOUR MOST RECENT AUDITED FINANCIAL STATEMENTS**

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GRANT REPORTS SHOULD BE MAILED TO THE JOYCE FOUNDATION PROGRAM OFFICER AT:

70 West Madison Street, Suite 2750  
Chicago, Illinois 60602  
Telephone 312-782-2464  
Fax 312-782-4160  
www.joycefdn.org

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