



915 E Washington St, Suite 2 | Bloomington, IL 61701 | (309) 662-4477

Women to Women Grant Final Report – 2023

In preparing your Final Report, please refer to the Grant Application you submitted. The Final Report must cover the grant period from **February 1, 2023 to January 31, 2024** even if your program began before or is continuing after that date. Please use the budget you submitted with your application to show how grant funds were applied to each allowable line item.

To begin, please save this PDF file. There are two ways you can use this form to submit your Final Report: 1) Print this file, write in your responses, make copies of the additional materials for inclusion and mail to the IPCF office; OR 2) Fill in your responses in the fields and save the file, then you can scan/attach your supporting documents and email all the materials to Michele Evans, Grants & Communications Director, at mevans@ilprairiecf.org. If you need additional space to answer a question, please include on a separate page with question number and attach. Contact Michele if you have questions on submitting this report. Thank you for your time in preparing this report.

Organization:

Program/Project name:

Amount awarded by W2W/IPCF: \$

Amount expended: \$

Today’s date:

Please update your organization’s information

Grant contact person:

Phone:

Email address:

For the questions below, if a question is not applicable to your program, write “n/a” and provide a brief explanation as to why the question is not applicable. Please attach programs, news articles, handouts, or other forms of publicity. We also request photos, as appropriate, along with permission to publicize, names of those pictured, and name of photographer.

- A. Project Description** – Please cut and paste from your grant application and edit as needed to fill in most of these questions.
 1. Provide a brief overview of the program including the population served and the timeline.

3. As a result of your experience with and evaluations of this program, what if anything would you change or what advice would you give to anyone conducting a similar program in the future?

C. Accounting

1. Attach a grant accounting that shows actual income and expenditure information compared to the budget that you included with your application.
2. Have there been any changes to your organization's federal tax-exempt status since you were awarded this grant? If yes, please explain.

D. Publicity

1. Indicate how you publicly recognized the Women to Women Giving Circle of Illinois Prairie Community Foundation.
2. Attach copies of materials and media coverage.

Help Us Improve

1. Please share any suggestions you have to improve our Women to Women Giving Circle grant program.

_____ We hereby confirm that this grant was used only for charitable purposes and that the answers provided above are accurate to the best of our knowledge.

_____ We agree this report can be made public in our future educational grant-writing sessions about our grant program.

CEO/Executive Director/Board President:

Date:

Report prepared by and title:

Date:

Phone:

Email:

Thank you!