



Mitchell Area Charitable Foundation

601 N. Main St. | Mitchell, SD 57301
macf@mitchelltelecom.net

Grant Award Follow-up Report

Instructions:

Evaluation is an integral part of the grant process that is necessary for our records and will assist us in project assessment and future grant awards. As part of your grant award the MACF Board requires you return this document to the MACF board following your grant project completion date or within 90 days from grant date, whichever comes first. If not completed within 90 days, please submit this as a progress report. Failure to return this follow-up report could affect future application for funds.

Contact Information:

Grant Date: _____ Report Due Date: _____

Organization Name: _____

Address: _____

PO/Street	City	State	Zip Code
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Contact Person: _____ Phone: _____

Contact Email: _____

Narrative: (Add additional space if needed)

Describe the project or event supported by the grant funds including population and number served, activities completed, supplies/equipment purchased or staff involved and any other information you feel would be useful for the MACF board to know about your project.

Describe how this grant helped to meet your project goals, and what difference it made to your targeted population. List any unanticipated benefits or challenges encountered with your project.

Attach any pictures, event marketing or documentation of the grant-supported activities.

Grant Amount: _____

Attach receipt copies from project work or equipment purchases supported by the grant.