

# UNITED WAY OF PUEBLO COUNTY GRANT REPORT

*Adapted from Colorado Common Grant Report*

**Instructions:** Submit this signed form with the grant report narrative and attachments by the date indicated. The answers to the grant report must relate directly to the **funded** grant. A cover letter is not required. A copy of the completed report will be emailed upon submission. No printed copies are needed.

**Legal Name of Organization:**

**DBA (if applicable):**

**Service Address:**

**City, State:**

**Zip:**

**Organization Phone:**

**Website:**

**CEO/Executive Director:**

**Phone:**

**Email:**

**EIN:**

**Have there been any changes to your organization's federal tax-exempt status since you were awarded this grant?**

No

Yes (Please explain in the financial narrative section)

**Report Contact & Title (if *not* the CEO/Executive Director):**

**Phone:**

**Email:**

By acknowledging below, I certify that the information contained in this report is true, correct to the best of my knowledge, and has been/will be reviewed by the agency's Board of Trustees. All funds have been received and properly expended as described in the contract/agreement with United Way of Pueblo County. We also certify that the information submitted in this narrative and financial report is a true statement of operations for this reporting period.

---

**CEO/Executive Director**

**Date** (Auto populated)

**Organization:**

**Program Name (s) (if applicable):**

**Grant Amount:**

**Summary of the Grant Purpose:**

**Numbers Served:**

# Served this Period Unduplicated: _____	# Served Year to Date Unduplicated: _____
Duplicated: _____	Duplicated: _____
# Served this Period Last Year: Unduplicated: _____	# Served Year to Date as of this Period Last Year: Unduplicated: _____
Duplicated: _____	Duplicated: _____
# Unable to Serve this Period: _____	# Clients on Waiting List: _____

**1. PROGRESS AND RESULTS**

- (a) Describe the progress made toward the goals and objectives as stated in the funded grant application.
- (b) Summarize the organization's key evaluation results related to the funded grant. (Document may be attached)

**2. SUCCESSES AND CHALLENGES**

Describe the significant successes and challenges the organization experienced related to the funded grant.

**3. LESSONS LEARNED**

Describe what the organization learned based upon the results, successes, and challenges reported in Questions 1 and 2. Address programmatic, evaluative, or organizational changes that will be made based upon these lessons learned.

**4. DIVERSITY, EQUITY, AND INCLUSION**

What measures are in place to encourage diversity, equity, inclusion, and representation across the organization? Please include how this relates to your board, staff, volunteers, clients, and programming/services.

**5. ADDITIONAL INFORMATION**

Share anything else that happened during the grant period that impacted the organization, either positively or negatively. Feel free to include a success story or testimonial.

# ATTACHMENTS

## **Instructions:**

Upload and submit the following attachments along with the narrative report. Please note that you may be providing financial statements for more than one year to cover the funded grant period. It is understood that the fiscal year(s) of the funder, nonprofit, and grant period may not be in alignment.

## **1. FINANCIAL STATEMENTS**

- (a) Organization's Statement of Financial Position (Balance Sheet) and Statement of Activities/P&L (Income and Expense Statement with actual vs. budget) for the funding cycle.
- (b) If reporting on a specific program, submit income and expenditure information compared to the approved budget for the program.

## **2. ACCOMPANYING FINANCIAL NARRATIVE (if applicable).**

- (a) Explain any significant changes in the organization's financial position since the grant was awarded.
- (b) If all funding was not expended during the reporting/grant period, explain why.
- (c) Explain any major variances between the approved budget and the financial statements being submitted with this report.