



### **Grantee Interim and Final Reports**

The Trustees of the Paul G. Duke Foundation are pleased to have made a grant to your organization and looks forward to receiving a summary of your progress/outcomes on this project.

We would appreciate your including the answers to the questions below in your report as well as any additional information that would be essential to report your progress.

Attach any brochures, newspaper articles, or additional information that you wish to share. These items will **not** be returned.

#### ***Report of Grant Activities***

1. What were the lessons learned from this project?
2. How are you using the information to continue implementing best practices?
3. What were the major benefits and accomplishments of the grant (a) to your organization and (b) to the community? Please describe the measurable goals and impacts of this grant.
4. Did the grant assist your organization in leveraging funds from other resources, or in building interagency collaborations? What were the sources?
5. How were the funds from this grant actually used? Demonstrate by providing an itemized budget or receipts for such items as equipment if available. If the entire grant has not been expended, please explain proposed usage of unexpended amount.

Should you have any questions concerning this reporting outline, please call our office at (937) 339-3853. Please return your final report by the date indicated in your grant approval letter. Final reports should be emailed to [dukefoundation@columbusfoundation.org](mailto:dukefoundation@columbusfoundation.org).