

Houston Endowment
Grant Report Guidelines

(Please feel free to use as much space as needed
to supply the requested information.)

Organization name:

Report due date:

Grant funds received:

Grant funds expended:

Total project cost:

Date project completed:

Has the purpose of the grant been achieved?

- a. If yes, please provide concrete examples.
- b. If no, please indicate what prevented success.

Were there any unexpected outcomes from the grant? If so, what were they?

Did you encounter unexpected difficulties? If yes, please elaborate.

If possible, please describe how many people benefited from the project the grant supported. Please provide details.

Please provide details about any new or unexpected support for this project.

Include a breakdown of grant fund expenditures. Were any grant funds spent for a purpose or purposes other than those stated in the grant application?

Please provide any other additional information or documentation regarding the grant, including publicity, conferences, awards, etc.

Submitted by:

Name:

Title:

Date: