



BERMUDA COMMUNITY
FOUNDATION

REPORT COVERSHEET

Name of Grantee Organization: _____ Grant Number: _____

Time Period Covered by this Report: from _____ to _____

Project Title: _____

Grant Description: _____

Person Responsible for the Grant: _____

Email: _____

Person Responsible for Preparing the Report (if different from above):

Email: _____

The following points are guidelines. Do not feel compelled to answer every question. The reports should be no longer than one page.

Grant Reports: Report on grant activity and accomplishments over the grant term.

- 1. Organisation Status:** Have there been any changes to the information you provided about your organisation since you submitted your proposal? i.e., leadership transition, Board changes, legal status, regulatory circumstances, location, staffing structures.
- 2. Outcomes:** Are there any specific examples about your work or accomplishments you would like to share that highlight your successes and challenges in more qualitative terms?
- 3. Activities:** Please tell us about the activities and associated outputs you have completed since as a result of this funding? Which activities have gone particularly well? Which have not met expectations?
- 4. Key accomplishments and successes:** Identify key successes, progress and accomplishments.

Evaluation Report: If the work supported by this grant has been evaluated, are the indicators towards the ultimate outcomes being achieved?

Financial Report: Provide a financial report that shows how the grant funds were used against the budget submitted for the grant.

Matching Fund Report: Reports must be received no later than the first day of the month preceding the month in which the match payment is due to be disbursed. The report should contain: 1) the source, amount, and type of your “eligible matching funds” raised, as defined in your commitment letter; 2) documentation to confirm your receipt of this funding.