Grant Report Template

Congratulations on your grant award from The Miami Foundation – we are proud to partner with you to strengthen the Greater Miami community. Please refer to your grant agreement for reporting details. When a written report is required, you will access the Foundation's Submittable platform (themiamifoundation.submittable.com/submit) and submit through the "Grant Programs Reports" form. You may need to create a free Submittable account in order to submit.

While some grant programs will have program-specific questions, below are the general grant report questions you can expect to answer.

Organization Information

- Organization Name
- Primary Contact Information
- Grant Program Information

Narrative Questions

1. Please summarize the purpose of your grant award. *(limit 150 words)*
2. Please share your progress on the work described in your grant proposal. What did the work make possible for your organization and/or the community you serve? *(limit 600 words)*
3. Activities Measures: Please describe the main activities you proposed and results for each. *(limit 300 words)*
4. Outcomes Measures: Please describe the main outcomes you proposed and results for each. *(limit 300 words)*
5. How many people have you served to date during the grant period?
6. Across your work, what did your organization learn over the past year? This may include challenges you overcame, adaptations you made, or new opportunities you identified. *(limit 400 words)*
7. (Optional) How has the work been staffed, and what operational challenges, if any, have you faced? Do you anticipate updating internal skills or capacity for the future of this work? *(limit 500 words)*
8. (Optional) Have you developed any new partnerships to achieve your goals? *(limit 500 words)*
9. (Optional) Share a Story: Share a story that reflects your work and/or successes that you are particularly proud of. *(limit 500 words)*
10. (Optional) Is there anything else you would like to share about your current work or the communities you work with? *(limit 400 words)*
11. (Optional) Please upload any additional attachments such as photos or program materials that you would like to share to highlight your work.
12. Financial Report: Please upload your financial report that shows budget to actuals. **Download The Miami Foundation's financial reporting form here.**