



The 24 Group, Inc.

GRANT REPORT FORMAT

Your final grant report is due twelve months after the grant award is made or when the funds are fully expended, whichever comes first. **(Note: If grant funds have not been fully expended at the end of 12 months, they may be carried over upon written request to The 24 Group.)** Please include the following information in your report.

Organization Name:

Address:

Contact Person:

Title:

Telephone: Fax:

Email:

Date grant was received (month and year):

Amount awarded: \$

Briefly report on the following:

Program

1. Demographic information:

- Number of youth/young adults in total served by the grant
- Age, gender, and ethnicity of persons served
- Total number of units of service (i.e. days in program, counseling sessions, or other appropriate measure)

2. Describe relevant events and activities.

3. How did you measure the impact of this grant, and what were the results?

4. Provide an example(s) (as permitted) of a youth/young adult served by your program through these funds.

Finances

1. Program budget with indication of how grant funds were used

2. Unspent balance of grant, if any. If entire grant was not spent, explain plans and time frame for spending the balance.

3. Was this grant used to leverage any additional funds? If yes, amount/sources?

I certify that this grant was used solely for the purpose designated.

Name & Title

Date: