TOCKER
FOUNDATION

5806 Mesa Drive, Suite 375
Austin, TX 78731

Grant Project Report

This document should be used as the cover for reporting back to the Tocker Foundation on the progress or completion of a grant project.

Library: _____

Contact: _____ Contact Title: _____

Grant Amount: _____ Grant Number (if available):_____

Since grant projects vary greatly, the Foundation does not have a standard grant report form. In a **final project report** the board members would like to know the results of the project and a quick accounting of funds. Any information you can provide to quantify patron usage is important to our process. Below are recommended points, the report does not have to include all points.

Recommended Reporting Points.

How was the implementation of the project? Both good and difficult points will help us in evaluating future projects.

Were project goals and results met?

Can the project results be put in quantifiable terms? (ie. Patron use, collection growth, program attendance, etc…)

Provide an accounting of the grant funds. The accounting should show the funds associated with the general components of the project plus any overage or remainder. **DO NOT** send invoice detail or itemized listings.

Any other general information such as patron comments, pictures, news clippings, etc.