



**Muncie Altrusa Foundation, Inc.**

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[www.munciealtrusa.org](http://www.munciealtrusa.org)

**GRANT REPORT**

**Complete and return this report when the program or project has been completed, but not later than one year after the date of the grant award. Failure to file a timely report will disqualify the organization from future grants from Muncie Altrusa Foundation.**

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Date of grant award \_\_\_\_\_ Grant amount \_\_\_\_\_

Please attach the following items to this cover sheet:

1. Description of the project or program. Include the number of persons served, the dates of the project or program, and the activities completed. List or attach any printed materials produced for the program or attach photos as appropriate.
2. Description of the goals of the project or program, and evaluate the success of the activity. Include a description of the method of evaluation and outcomes.
3. Final project budget including how Muncie Altrusa Foundation grant funds were used as outlined in the grant application. Include other sources and amounts of funding such as donations, fees, other grants, and in-kind contributions.
4. Attach copies of receipts.
5. Please include feedback on this grant process and how we can improve.

Individual submitting report \_\_\_\_\_

Title of individual submitting report \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Completed reports should be emailed to [grants@munciealtrusafoundation.org](mailto:grants@munciealtrusafoundation.org)**