

# Unrestricted Grant Report

## Instructions

Welcome to the Elmina B. Sewall Foundation online grant reporting system.

Please review the following instructions for using the online report before you begin.

1. If you wish to view the report form in its entirety before filling it out, you may select the 'Printer Friendly Version' link at the top of this page. Please note that the 'Attachments' page (page 4) will not be included in the printed version. You may view that page by clicking on the page link above.
2. To begin the report process, select the 'Next' button at the bottom of this page.
3. Verify you are using the correct report. Each report is tied directly to the specific grant awarded. Page 2 of the report form will autopopulate with the grant award information including the project title, award amount, award date and report due date.
4. To save your work select the 'Save & Finish Later' button at the bottom of any page. It is recommended that you frequently select this button to save your work as you are filling out the report.
5. To return to a saved report, select the 'My Account' link from the Sewall Foundation website. You will need the email address and password of your organization's account to access the saved report.
6. You may share a copy of your draft report with others in your organization by selecting the 'Email Draft' link at the top of any page.
7. When you are ready to submit your online report to the Foundation, select the 'Review & Submit' button on the Attachments page. You will then have an opportunity to review your full report. After reviewing, you must select the 'Submit' button at the bottom of the page. A screen will appear confirming the success of your submission. You will also receive an email confirming your submission, including a copy of the completed report.

## Grant Information

**\*\*Please note, this section auto-populates with content from your grant application and is not editable.**

**This Report must be submitted on or before the following date as per the terms of grant:**

**Organization Name**

**Project/Proposal Title**

**Proposal Brief**

**Outcomes Statement**

**Grant Amount**

**Grant Award Date**

**Report Narrative**

**Impact**

**Use of Funds**

*Briefly describe how the funds awarded were used. Please note any specific activities or outcomes/products that resulted from this grant. (This answer should provide a brief narrative that aligns with the requested financial report.)*

## **Deviations**

*If your work deviated from what was proposed in your grant application please explain.*

## **Accomplishments**

*What did this grant enable you to accomplish and how does this relate to the outcomes statement included in your proposal and noted on page 2? How does this work advance the goals and mission of your organization?*

## **Measurement Actual**

*How did you measure your impact?*

## Discoveries

*The Elmina B. Sewall Foundation is deeply committed to learning with and supporting the learning of its partners, particularly as it relates to the integration of environment and human well-being, and building social equity. Please be thoughtful and honest in your answers. We DO NOT expect everything to go perfectly in your work. We value the lessons that come from growth, trials, successes AND mistakes. Your answers will help to inform the Foundation's capacity building and grantmaking work.*

## Learnings

*What have you learned over the course of this grant? Have there been significant changes in your field or the way your organization operates? Please share with us thoughts on what is working well for your organization and what isn't and why.*

## Sharing

*If you were speaking to a colleague working on a similar project what information or advice would you share?*

## Sustainability

### Mission Sustainability

*What measures is your organization taking to ensure that the issues you strive to impact continue to be addressed?*

## **Additional Information**

### **Additional Report Info**

*Is there anything else we should know?*