

# Nonprofit Grant Reporting Template

## Organization Information

Organization Name

Contact Person

Email

Phone

## Grant Information

Grant Name

Grant Period

Reporting Period

## Project Summary

Brief Project Description

Goals & Objectives

## Project Activities & Outcomes

Major Activities Undertaken

Outcomes / Results Achieved

Challenges Encountered

Lessons Learned

## Financial Report

Grant Funds Spent

Explanation of Expenses

Budget Variances (if any)

## Additional Information

Stories or Testimonials

Supporting Documents / Links