



## WEGE FOUNDATION GRANT REPORT GUIDELINES

Please log into your account at [https://www.GrantRequest.com/SID\\_1799?SA=AM](https://www.GrantRequest.com/SID_1799?SA=AM) to access report requirement due dates and to submit your report.

### I. Narrative

#### *A. Results*

1. List the original outcomes of the grant and tell how they were met, including current status. If they were not met, provide information on why not.
2. Describe any other successes of the grant.
3. Explain what difference the grant made in your community for the population served.
4. Explain in what ways the project varied from your initial plans.
5. Describe unanticipated challenges or benefits encountered with this project.

#### *B. Lessons Learned*

If you were to undertake this project again, what would you do differently?

#### *C. Diversity, Equity and Inclusion*

Please describe progress and challenges in implementing and enhancing your diversity, equity and inclusion practices consistent with the Wege Foundation's "Diversity, Equity & Inclusion Policy."

#### *D. Future Plans*

What is your vision of this project over the next three years?

### II. Financials and Attachments

*A. Audited Financials* – An audited financial statement for each year during the grant period, if available. If audited financials are not available, current 990 forms are also acceptable.

*B. Budget Overview* - Include a detailed, complete accounting of how the specific grant dollars from this foundation were spent.

*C. Diversity, Equity & Inclusion* – Please include a summary of available demographic information concerning your board, staff leadership, overall staff, volunteers, program participants and beneficiaries of your services.

*D. LEED Certification* - If your project contained a capital campaign element, please include a copy of your LEED certification.

*E. Public Relations* – Include relevant media related to your project.