# Jewish Foundation
## OF GREATER NEW HAVEN

**Security Grants**

**POST-AWARD PROCEDURES**

**Mazel Tov on your Grant Award!**

## I.      Items to Note

1.  These Procedures are necessary in order to allow the Foundation to track the progress of the grant recipients and provide the required fiscal and programmatic oversight. The Foundation wants each grantee organization to succeed and we want to partner with each organization to help insure that happens.

2.  All grantees are welcome to seek advice and/or provide feedback at any time.

3.  If any problems arise and/or a Grantee organization encounters trouble meeting its goals, please let the Foundation know so that we can try to assist.

## II.      Terms of Acceptance of Grant by Awardee

1.  The Foundation will provide oversight for the duration of all grant projects which may include a visit to the grantee organization and/or the appointing of liaisons from the Foundation to the grantee organization.

2.  A Final Report must be submitted to the Foundation.  The Report is due 60 days following the completion of the grant.

3.  An awardee must inform its membership and the community of its receipt of funding.

4.  All public relations material relating to the funded project must include reference to the Jewish Foundation of Greater New Haven and that this grant is made in memory of Arthur and Yvette Eder.

## III.      Distribution of Funds

1.  No distribution of funds will be made until a grant proposal is submitted.

2.  Grant funds may only be used as described in the budget.

3.  The Board President must sign off on the Final Report.

4.  The Foundation can work with the grantee to determine the best way to provide documentation and payments.

## SECURITY GRANTS FINAL REPORT

## I.    INSTRUCTIONS

- These guidelines are provided to help you articulate and evaluate your grant activities. The report allows us to track the progress of our grantee organizations and to provide the required fiscal and programmatic oversight.

- The report is due within 60 days following the completion of the grant as specified on your grant application.

- If a section or question is not applicable to your grant, write "not applicable".  Please number the pages of your report.

- Please add any additional information that may be helpful to our understanding of your progress.

Name of Organization: _____

Individual Completing Form: _____

Position of Individual at Organization: _____

Phone Number: _____

Email:_____

Project or Program Name:  _____

Date_____

## II.    GRANT FINANCIAL SUMMARY

| Dollars requested | $ |
|---|---|
| Dollars awarded | $ |
| Additional Dollars raised | $ |
| Dollars raised that have been collected | $ |
| Dollars remaining to be raised | $ |
| Dollars actually spent | $ |

## III.    PROJECT INFORMATION

1. Briefly list the original objectives of your proposal.

   _____

   _____

   _____

2. In what manner have you informed your membership and the community of your Grant Award?

   _____

   _____

   _____

3. Is your vendor(s) the same as specified in your grant application? If not, please discuss the change.

   _____

   _____

   _____

4. Briefly describe the major activities your organization conducted during this reporting period to meet your project objectives. Please be specific.

   _____

   _____

   _____

5. Is the project/program on schedule? If not, why, and what effect will this have on the project?

_____

_____

_____

6. Have your project costs changed from that provided in your application? If so, please discuss.

_____

_____

_____

7. Please detail any additional difficulties or unexpected obstacles not described above that you have encountered. How did you address/overcome them?

_____

_____

_____

8. Were your original objectives realized? (yes/no)

a. If objectives were not realized, discuss why.

_____

_____

_____

b. **If applicable**, how were the objectives assessed and measured? (please attach a copy of assessment/evaluation/survey)

_____

_____

_____

9. What are the most important outcomes/results from the project?

_____

_____

_____

10. What are the most important "lessons learned" from the project?

_____

_____

_____

11. What are your organization's future plans for the project/program?  How will it be funded?

_____

_____

_____

## PUBLIC RELATIONS

12. Please attach press or news items, brochures, letters of support, photographs, etc. concerning the project.

## ADDITIONAL FUNDING

13. Have you received any other funding for this project/program (other than that which was listed in your grant application)? If yes, please list sources and amounts (note, it is not necessary to provide donor names).

_____

_____

_____

# BUDGET

14. Please attach an updated budget including sources and uses of funds.

| Item | Budgeted | Actual |
|---|---|---|
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |
| **Total** | $ | $ |
| **Unexpended Balance** | $ | $ |

# OTHER INFORMATION

15. Any feedback regarding the grant application process would be greatly appreciated. Please share your thoughts below or contact Lisa Stanger at the Jewish Foundation. Thank you!

_____

_____

_____

# REPORT AUTHORIZATION

_____

_____          _____

Board President (please print AND sign)                                   Date