



**Jewish Foundation**  
OF GREATER NEW HAVEN

**Emergency Grants  
Covid 19 / Maimonides Reponse Fund**

**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.
2. The Grants Committee wants each grantee organization to succeed and we want to partner with each organization to help insure that happens.
3. All grantees are welcome to seek advice and/or provide feedback to the Grants Committee at any time.
4. If any problems arise and/or a Grantee organization encounters trouble meeting its goals they should notify the Grants Committee immediately.

**II. Terms of Acceptance of Grant by Awardee**

1. The Grants Committee 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 Grants Committee to the grantee organization.
2. Any changes to the Project Team (from that which was provided in the organization's grant application) must be reported to Lisa Stanger.
3. A Final Report must be submitted to the Grants Committee. The Final Report is due 60 days following the completion of the grant.
4. An awardee must inform its membership and the community of its receipt of funding from the Community Grant Program.
5. All public relations material relating to the funded project must include reference to the Jewish Federation and Foundation of Greater New Haven.

### **III. Distribution of Funds**

1. No distribution of funds will be made until all requested paperwork is submitted.
2. Grant funds may only be used as described in the budget. Re-allocation of funds must be approved by the Grants Committee.
3. The Financial Director listed on the funded grant must sign off on all Progress Reports and the Final Report.
4. The Grants Committee will work with the grantee to determine the best way to provide documentation and payments.

## **EMERGENCY 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.
- Reports should be prepared by the Project Director as specified on your grant application and signed off by your specified Financial Director.
- **DISBURSEMENT OF FUNDS IS DEPENDENT ON COMPLETE REPORTING AND TIMELY SUBMISSION OF PROGRESS REPORTS.**
- The Final Report must be submitted to the Grants Committee. The Final Report is due 60 days following the completion of the grant.  

Note, if this day falls on a Federal or Jewish holiday or weekend, the report is due on the following business day that is not a holiday.
- 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	\$
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.

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

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

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

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**Questions 9-13 for Final Reports ONLY.**

**Semi-annual Reports continue at question 15.**

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

a. If objectives were not realized, discuss why.

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b. How were the objectives assessed and measured? (attach copy of assessment/evaluation/survey)

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

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10. Were any unanticipated outcomes (good, bad, or neutral) or challenges encountered with the project?

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11. What are the most important “lessons learned” from the project?

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

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**PUBLIC RELATIONS**

13. Please attach press or news items, brochures, letters of support, photographs, etc. concerning the project. If possible, provide a “human interest story” that illustrates the success of the project.

**ADDITIONAL FUNDING**

14. 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).

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**BUDGET**

- 15. Please attach an updated budget including sources and uses of funds.
- 16. Provide a detailed list of all expenses incurred during the duration of this project which have been paid with the Foundation grant.

<b>Item</b>	<b>Budgeted</b>	<b>Actual</b>
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$
<b>Unexpended Balance</b>	\$	\$

**OTHER INFORMATION**

- 17. Any feedback regarding the grant application process would be greatly appreciated. Please share your thoughts below. Thank you!

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**REPORT AUTHORIZATION**

\_\_\_\_\_  
Project Director Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Director Signature

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Financial Director Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Director Signature