



BCF Grant Reporting Instructions

Grantees: Mid-year and final end-of-year reports to the Bayou Community Foundation on the use of your grant funds are required as part of your competitive grant from BCF. Grant periods are from July 1 – June 30 of each grant year and **grantees are expected to expend grant funds for the specific purpose designated** during this grant period unless challenges arise and BCF is notified.

Mid-year reports are due by JANUARY 31, approximately 7 months after grant issuance.
Final reports are due by JULY 31, approximately 13 months after grant issuance.

Email all reports to Coordinator Jennifer Armand at ArmandJ@BayouCF.org

In the event 100% of your grant funds is used by the mid-year reporting deadline, please continue to send a final report by the date requested. There may be additional outcomes data to include.

Please include the following information in each report:

- I. **Grant Identification** – Name of organization, month/year grant was received, name of project/program for which grant was awarded, amount of grant, date report submitted

- II. **Summary of grant use**
 - Briefly describe project/program funded by grant.
 - How much of grant has been used to date? When do you expect total grant funds to be expended?
 - Specific population served by grant? Numbers, description, geographic area
 - Outcomes to date? (please provide any/all quantitative and qualitative data available, and use expected outcomes from grant application as a guide). Are any additional outcomes expected in the months ahead?
 - Did your organization receive any additional monies as a result of your BCF grant? Was the BCF grant leveraged with other dollars to implement or extend/enhance a program?
 - Any other information that highlights the success of your grant-funded program? How the BCF grant impacted the community, your organization, or your clients?
 - Have you experienced any challenges or obstacles in using the grant funds or implementing the grant-funded program within the 12-month grant period?

- III. **Attach any pictures (.jpg) by email depicting the project/program funded by grant if possible.**