



Grant Reporting Instructions
GRANTS AWARDED FROM BAYOU RECOVERY FUND FOR HURRICANE IDA RELIEF
(updated January 1, 2023)

Grantees: Reports to the Bayou Community Foundation on grants awarded from the Bayou Recovery Fund for Hurricane Ida Relief are required. Failure to submit may impact future grant requests.

Interim reports are generally due 6 months from your receipt of the grant.
Final reports are generally due 12 months from your receipt of the grant.
See grant award letter for specific report due dates.

If 100% of your grant funds are used by the interim reporting deadline, please indicate that in your report and this interim report shall also serve as your final report.

Email all reports to BCF Executive Director Jennifer Armand at ArmandJ@BayouCF.org

Please include the following information in each report:

- I. **Grant Identification** – Name of organization, Organization Mailing Address, Contact Name/email address/phone number, date grant was received, name of project/program for which grant was awarded, amount of grant, Interim and/or Final Report, report date

- 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 weeks or months ahead?
 - Did your organization receive any additional monies as a result of your BCF grant, or was the BCF grant leveraged with other dollars to implement/extend/enhance your program?
 - Can you share any other information that highlights the success of your grant-funded program? How the BCF grant impacted the community or your nonprofit in the aftermath of Hurricane Ida?
 - Have you experienced any challenges or obstacles in using the grant funds or implementing the grant-funded program as described in your grant application?

- III. **Attach any pictures (.jpg) by email depicting the project/program funded by grant if possible.** We love to see and share pictures of your work!