

Latah County Community Foundation

Reporting Guidelines for Grant Recipients

Upon completion of the project, but not later than six months after the grant award, please email a final report to:

latahcountycommunityfoundation@gmail.com

The report must be emailed to the above address.

The report should consist of the following items:

- A summary of the project's accomplishments, including your assessment of how the grant enhanced your organization's ability to provide programs or services.
- A final accounting of how the money was spent by category (equipment, materials, etc.), compared with the funding request provided in your original grant application.
- Any brochures, posters or other promotional materials for the project.
- Scanned articles or online links to any news coverage of the project.
- Results of any surveys or evaluations by participants.
- Any thank-you letters from participants or their families.
- A selection of four photographs that illustrate the project, included as attachments in your grant report email, accompanied by brief captions for each in the body of the report. These photos may be used as examples of LCCF-funded projects on social media.

If your project completion date should extend beyond six months, please file a report that explains the circumstances of this delay and the progress to date.