



## WEGE FOUNDATION GRANT REPORT GUIDELINES

Please log into your account at [https://www.GrantRequest.com/SID\\_1799?SA=AM](https://www.GrantRequest.com/SID_1799?SA=AM) to access report requirement due dates and to submit your report.

### I. Narrative

#### *A. Results*

1. List the original goals of the grant and describe their status. If goals were not met, provide information on why not.
2. Please note if there are any unexpended grant funds, the remaining amount and describe why all funds were not used.
3. Explain what difference the grant made in your community for the population served.

#### *B. Lessons Learned*

If you were to undertake this project again, what would you do differently?

#### *C. Diversity, Equity and Inclusion*

Please describe progress and challenges in implementing and enhancing your diversity, equity and inclusion practices consistent with the Wege Foundation's Diversity, Equity and Inclusion theme, and how it aligned with your project or program.

#### *D. Wege Foundation Themes*

Please address the other Wege Foundation themes (Civic Engagement, Organization Sustainability, and Environmental Sustainability) and, if applicable, how they aligned with your project or program.

#### *E. Future Plans*

What is your vision of this project over the next three years?

### II. Financials and Attachments

*A. Audited Financials* – An audited financial statement for each year during the grant period, if available. If audited financials are not available, current 990 forms are also acceptable.

*B. Budget Overview* - Include a detailed, complete accounting of how the specific grant dollars were spent.

*C. LEED Certification* - If your project contained a capital campaign element, please include a copy of your LEED certification.