



## **GRANT RECIPIENT REPORT FORM**

*This form must be signed and returned by September 1st. Further grant requests from your organization may not be considered if this report is delinquent, and/or not completed. An electronic fillable version of this form can be found at [www.ricocenter.org/grants](http://www.ricocenter.org/grants).*

**Name of organization reporting:**

**Contact person & title:**

**Phone and email address:**

**Project/Program Name:**

**Amount of Grant Award: \$**

**Amount of Grant not spent to date: \$**

**Purpose of Grant (restate from application):**

**Have there been any changes to your organization's IRS 501(c)(3) not-for-profit status (or fiscal agency relationship under which you applied) since you were awarded this grant?  
If so, please explain:**

**A. Expenditures:**

Please summarize expenditures of grant funds. List categories and amounts below.

**B. Results/Outcomes** (attach additional pages if necessary)

1. Please describe the progress made toward the stated goals and objectives related to this specific grant. (Please include those stated goals and objectives in your response.)

2. Describe the measurable change for the benefit of the Rico community that occurred because of the grant funds.

3. Please provide an illustrative, “real life” example.

**C. Future Plans:**

If you will be continuing this program, what are the plans for sustaining or expanding the program. If discontinuing the program, what factors led to this decision?

**D. COVID-19 Grant Funds Rollover Option:**

If your organization was unable to conduct work towards the stated goals and objectives related to this specific grant and would like to rollover grant funds for the same purpose/project in 2021, please indicate the amount to be rolled over (can be any amount of grant awarded, minus 2020 expenditures): \$

Please describe how the COVID-19 pandemic and resulting challenges prevented your organization from reaching the goals and objectives stated in the 2020 grant application:

\*Please note that this rollover option does not impact your organization's opportunity to apply for 2021 grant funds.\*

**E. Other Comments:**

Please share with us any recommendations you have for our grant making or reporting process.