

## Grant Reporting Instructions

Please be prepared to answer the following questions in the Fluxx grants management system.

### Project Summary:

Please provide a brief project description.

### Program Activities:

Briefly describe the activities which have transpired in your program since your last grant report (or since the inception of the grant period if this is your first report). Compare actual activities to those which were proposed.

### Outcomes:

Re-state the proposed goals of the project. Describe the degree to which these have been achieved. Detail any barriers to achieving them. Describe any new goals which have emerged.

### Lessons Learned:

Identify one or two key takeaways from the project. Describe what you have learned and how it shapes your future activities. Describe what beneficial change(s) has/have occurred as a result of this grant. Consider items that may be beneficial not only to your organization but to others doing similar work.

### Budget Narrative

Please explain which expenditures were most important in reaching grant outcomes. Which were particularly effective? Which were less effective?

### Grant Budget Reports:

- For general operating support, please describe how funds were used, such as toward overall organizational budget or general expenditures directed at a specific program.
- For program specific support:
  - Please complete and attach the budget spreadsheet, reporting actual revenue and expenses to-date.
  - Describe the reasons why actual expenses are different from the budget in cases where variances are significant.
  - If you wish to request a change or have requested a change to the approved budget, please complete the “amended budget” column.

Please upload: Updated Coleman Grant Budget Report in Excel