

GRANTEE REPORT COVER SHEET

Name of organization:

Address:

Report prepared by (name and title):

Phone number:

Purpose of grant:

Amount of grant: \$

Period covered by this report (mo/day/yr to mo/day/yr):

Return this form and the Evaluation Questions to:

Hudson River Bank & Trust Co. Foundation
PO Box 76
Hudson, NY 12534

Due date:

EVALUATION QUESTIONS

The following information is needed by the Hudson River Bank & Trust Co. Foundation to help us monitor the activities and outcomes of your grant. If any component is not appropriate to your Program/Project/Event, the component should be listed and following by the letters "N/A"

The Program/Project/Event/Project/Event

1. Please refer to your proposal funded by Hudson River Bank & Trust Co. Foundation and list your objectives for the proposal period. Describe the progress toward accomplishing your objectives and note the number of persons affected by your activities:
2. Was it necessary to make any changes in the proposed Program/Project/Event/Project/Event? Have there been any staff changes? Please explain any modifications to the proposal.
3. What do you consider your most notable accomplishments during the past year?
4. What other organizations/coalitions have you worked with in initiating and implementing this Program/Project/Event?

Financial Information

1. Please provide total Program/Project/Event income and expense information to date. Describe any budget changes or other financial adaptations required by any unforeseen situation(s).
2. Submit a copy of your most recently completed monthly financial statement (which should include year-to-date information) and send the most recent audited financial statement.
3. Indicate how the Program/Project/Event will be funded in the future.

General

Attach copies of any significant materials, newsletters, brochures, articles, etc. which shed light on the Program/Project/Event's activities.