



Reconciliation Ministry of the Christian Church (Disciples of Christ) asks each grantee to submit a preliminary grant report to the Commission **by September 15<sup>th</sup>** as a requirement for the second half of the funding to be released. Both the preliminary and final reports will be used to assess the benefits of our giving programs and to promote the organizations and causes we give to.

We encourage grantees to provide reports that highlight participant outcomes, include quotes from project participants, as well photographic evidence (with the understanding that any material submitted becomes the property of Reconciliation Ministry and may be used for educational and promotional purposes).

To submit your report, please fill in the form below, hit the "Save" button at the end of this form, and email the completed report with image files to [ajohnson@disciples.org](mailto:ajohnson@disciples.org) with the label YEAR Grant Report (i.e. "2019 Grant Report"), as your email subject line (Photos must be high-resolution [300dpi or greater] and on JPEG or PNG format only).

Name of the Project: \_\_\_\_\_

Name of the Grantee Group: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Title/Role: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Grant Amount Received \$ \_\_\_\_\_

Grant Amount Spent to date \$ \_\_\_\_\_

Grant Amount Remaining \$ \_\_\_\_\_



**WHAT WERE THE PROPOSED GOALS AND OBJECTIVES OF THE PROJECT?**

*Refer to the section "The Project" of your application. Include proposed goals and objectives.*

**HAS ANY OF THE GOALS BEEN ACHIEVED?** *State proposed and actual results for each, and explain any variance; e.g., "We proposed to serve 100 individuals, and we served 55, which is less than what was expected according to our timeline because..."*



**HOW HAS YOUR CHURCH/ORGANIZATION AND COMMUNITY BEEN IMPACTED AND TRANSFORMED BY THE GRANT-FUNDED PROJECT?** *Explain how the project funding made a difference, highlight key outcomes. Contextualizing outcomes with participant and constituent demographic details, qualitative data, and stories can add depth and meaning to your report.*

Submitted By: \_\_\_\_\_

Title/Role: \_\_\_\_\_ Date: \_\_\_\_\_