



*The Community Foundation of Muncie and Delaware County, Inc.  
P.O. Box 807  
Muncie, IN 47308-0807*

**POSTGRANT REPORT**

**INTERNAL REVENUE SERVICE REGULATIONS REQUIRE FOUNDATIONS TO  
HAVE THIS COMPLETED FORM ON FILE.**

Date of this report \_\_\_\_\_ Date grant awarded \_\_\_\_\_

Name of organization \_\_\_\_\_

Officer making report \_\_\_\_\_

Grant purpose \_\_\_\_\_

Amount of grant awarded \_\_\_\_\_

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**A. For equipment grants: Attach copies of receipts or invoices.**

**B. For project grants, complete the following:**

1. Detail the project objectives achieved per the proposal outline.
2. Evaluate the success or failure of the funded project.
3. Attach detailed project budget including how Foundation funds were used as outlined in the grant proposal. Include other sources and amounts of funding, such as donations, fees, other grants and in-kind contributions, used to complete your project.
4. Attach copies of receipts.
5. Include a photo of the completed project for documentation and PR purposes.
6. Provide suggestions for improvement of the grant application process.

***Please complete each item on this form. Use reverse side or additional sheet if needed.***