**George and Frances Ball Foundation**

**Quarterly Competitive Grant**

**Post Grant Report Guidelines**

Beginning in December 2021, the George and Frances Ball Foundation began requiring a measurable outcomes plan as a component of each quarterly competitive grant allocation. The following post grant report guidelines are to be used for reporting on grants beginning December 2021.

**INSTRUCTIONS:**

* Use the **provided template** to report on your organization’s measurable outcomes that were defined at the beginning of the grant period as well as answer questions related to the story behind the data.
* Include an additional page with final accounting of expended funds, i.e., how much was used, for what purpose, and when (no template provided)
* Submit the report no later than one year after the grant funds are issued, or immediately following the end of the funding period for the grant as described in the original request
* Include photograph attachments (OPTIONAL)

**As a reminder, grantees are required to submit a post grant report prior to applying for another grant for the same or similar purpose.** In the event that an organization is still completing their funded project within the original timetable and chooses to apply for another grant prior to the completion of the first grant, the organization should contact the Program Staff to discuss appropriate next steps. Depending on the specific circumstance, the Program Staff may grant the organization permission to submit an intermediary grant report detailing the current progress of the grant. Once the funding timetable and project are completed, the grantee must then submit the final detailed post grant report, regardless of further grant-seeking.

Contact Kortney Zimmerman, Senior Program Officer ([kzimmerman@gfballfdn.org](mailto:kzimmerman@gfballfdn.org)) or Kelsey Harrington, Program and Analytics Officer ([kharrington@gfballfdn.org](mailto:kharrington@gfballfdn.org)) with any questions regarding the post grant report guidelines and requirements. Or, please call 765-741-5500 to speak with Shannon Cline, Executive Assistant.