The Joanna Foundation

Section 1. Organizational Information

Organization Name

Mailing Address

City   State   Zip

Authorized Officer for this Grant   Individual's Email Address

Individual's Title   Individual's Phone Number

Have the grant funds been fully expended?   Yes   No

If "No," stop here and contact The Joanna Foundation for consultation.

Section 2. Grant Summary

Start Date *(date on p.1 - mm/dd/yyyy)*   Grant Amount

Project Title

Overall Purpose *(select one)*

Operating support   Matching funds

Administrative/technical support   Capital campaign

Seed money/startup funds   Facilities/equipment

Specific project/program   *(insert title or one sentence summary below)*

Were major changes made to the project after the grant was received?   Yes   No

If "Yes," please explain why and summarize the changes as part of your Summary of Impact.

Section 3. Summary of Impact

Separately, using software of your choice, write a concise summary of how the grant helped achieve the objective of the request. For example, you may mention activities to date, progress toward milestones, participation by volunteers, partners or audience members, and/or significant achievements. You may use metrics to show change or anecdotal examples to illustrate impact. You may use bullets or lists. Describe the difference that The Joanna Foundation grant made to your organization in this time frame. We recommend one page of text or less. You may add items that showcase your work, such as a photo, graphic, chart, media article, testimonial, or link to a short video.

When you are satisfied with your draft, save your Summary of Impact in pdf format, attach any additions, insert your material after this page, and submit the combined file (consisting of this 2-pg form + your materials) as a single pdf file.