

Common Report Form

The purpose of the Common Report Form which follows is to help nonprofit organizations in Michigan save time in grant reporting and help grant makers simplify the process of gathering standard grant evaluation information. The form follows closely the format of the Common Grant Application Form. If several funders have given your organization support for a particular project, only minor changes in the report information will need to be made for each funder. Please note the following important points:

- Every funder has different report deadlines and timetables.
- Before submitting this form, confirm that the funder will accept it.
- Any funder that has agreed to accept this report form may request additional information at any stage in their reporting process.

Instructions for the Common Report Form

- Please type and single-space all reports.
- Please answer all of the questions in the order listed.
- Please use headings as provided.
- Please submit only one copy.

Common Report Form Cover Sheet

(Please feel free to make copies of this form or generate this one-page cover sheet on your computer)

Date of Report: _____

Legal name of organization: _____

(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Executive Director: _____ Phone Number: _____

Contact person/title/phone number: _____

(If different from Executive Director)

Address: *(principal/administrative office)*: _____

City/State/Zip: _____

Fax Number: _____ E-mail Address: _____

Project/Program Name: _____

Purpose of Grant *(one sentence)*: _____

Date of the Project: _____ Amount of Grant Awarded: \$ _____

Have there been any changes to your organization's IRS 501C(3) not-for-profit status since your request for this grant? *(yes or no)* _____ If yes, please explain:

Dates covered by this report: from: _____ to: _____

Check one: This is an interim report This is a final report

Signature, Executive Director

Date

Typed Name and Title