



CABOT FAMILY CHARITABLE TRUST

Report Form

Introduction

Welcome to the CFCT Grant Report.

- If work under the grant is completed, please answer the questions to reflect the full term of the grant.
- If work is ongoing, please indicate that and answer the questions to reflect work-to-date.

Whichever the case, please answer all questions honestly, using clear language. Please be brief and to-the-point in your responses.

Additional note, if you are a current CFCT grantee and you are applying for renewed funding, this report must be submitted along with your new application.

Report

Please focus your responses specifically on the funded project or program, if applicable, or in the case of general operating grants, on your entire organization's work during the reporting period. Using bullets and/or lists is welcome.

All questions in this section are required.

Are you submitting an interim/progress report or a final report?

- Select Interim if the work under this grant is ongoing and your report is related to progress-to-date.
- Select Final if the work under this grant is completed.

Select One: Interim, Final

Please list up to five accomplishments or activities that have been conducted toward meeting your goals and objectives so far.

Please limit your response to 500 words or less.

What measures were used to determine your progress?

Please limit your response to 250 words or less.

What results or key learnings can you share?

Please limit your response to 250 words or less.

Describe any setbacks encountered during the period of this grant. How did these setbacks impact your organization or project and how were they addressed?

Please limit your response to 250 words or less.

What steps are being made to ensure the sustainability of your project or organization beyond this grant period?

Please limit your response to 250 words or less.

(Interim Report Only) **Have there been any delays in meeting objectives? If so, please explain them.**

Please limit your response to 250 words or less.

Please share a story of a client assisted or an activity conducted that demonstrates the impact of this grant.

Please limit your response to 250 words or less.

Expense Report

A template for the expense report is included as a download in each report form. Please download and complete the template and then upload it to the form. If your work is ongoing, please report on expenses-to-date.

Confirm Contacts

To ensure our records are accurate, please review the contacts shown below and, as needed, provide updated information.

Executive Director

Primary Contact Regarding this Request

Fiscal Agent Executive Director

Fields related to Contacts

- *First Name*
- *Last Name*
- *Salutation (optional)*
- *Title*
- *Email Address*
- *Phone Number*
- *Address (optional)*