**Smithfield VA Events**

**POST GRANT REPORT - Benefiting Organizations**

**Instructions:** Within (30) days of expending your grant funds, complete the ***Post Grant Report*** and return it via email. If within (6) months of receiving your grant, you have not expended all the funds, you will need to complete Question #1 and update us on your status. When you finish your project, you will need to resubmit a fully completed Post Grant Report.

**A)** Please type in your answers below each question and keep them brief and to the point.

**B)** Save your document as a WORD FILE in this format: **Your Org Name - Post Grant Report**

*Example:* ***Smithfield Rotary - Post Grant Report***

(Please do not convert it to a PDF document)

***C) Return as an attachment as a WORD FILE via email to: Grants@SmithfieldVAEvents.com***

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**Organization Name:**

**Amount of Grant Award:**

**Festival that award was given from:**

**Report Submit Date:**

**Your Name:**

**Email:**

**Phone:**

**1) Have you expended all the grant funding your organization was given?**

***If YES,*** *please proceed with the remaining questions.*

***If NO,*** *please give us a status update explaining if any of it has been used, & what your intentions are and timeframe that it will be used. NOTE: You will need to resubmit this form fully completed when you complete your project.*

**Answer:**

**2) Did you use the grant money for the intended purpose you stated in your application**? *If not, what did you use it for and provide an explanation as to why it was not used as intended.*

**Answer**:

**3) Did your project/purpose use all the grant award amount or do you have remaining funds?**

*If you have remaining funds, how much is left & what do you plan on doing with them?*

**Answer:**

**4) Tell us about the beneficial impacts that this grant funding enabled your organization to accomplish.**

**Answer:**

5) Is there anything else you feel is important and want to tell us about your grant funding project?

**Answer:**

6) Do you have any suggestions to improve or additional comments about our grant application or reporting process?

**Answer:**

**7) Please email us a few photos or a short video of your grant funded project “in-action”.** *We may share your photos/videos or comments on the beneficial impact our funding provided in future on our website or social media. We also may have our professional marketing company, The Addison Group, contact you to participate in a “tell-your-story” featured article/video.*