**Grant Year \_\_\_\_\_\_\_**

**Greater Milwaukee Foundation**

**Annual Designated Grant Report**

If your organization received several annual designated grants that require a report, include information for all of them in one submission. Information for each grant must be listed separately. Be sure to enter all requested contact information for your organization. The grant year is the year in which the grant was paid.

This form is also available on the Foundation’s website under the Grant Seekers Menu in the Frequently Used Forms tab. Contact Jonathan Kaeppeler if you have questions or concerns. Email completed forms to grants@greatermilwaukeefoundation.org.

**Describe how funds were used for each grant.**

FIRST GRANT

**Grant number:**

**Fund name:**

**Grant amount:**

**Grant purpose as stated in the payment letter**:

**Confirm that all dollars were directed to the appropriate program and provide a brief description (200 words or less) of outcomes if applicable:**

SECOND GRANT

**Grant number:**

**Fund name:**

**Grant amount:**

**Grant purpose as stated in the payment letter**:

**Confirm that all dollars were directed to the appropriate program and provide a brief description (200 words or less) of outcomes if applicable:**

ETC.

Add additional grants using the same format, expanding this form to additional pages as needed.

**Have there been significant changes to the organization’s mission or program in the last year?**

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please describe in the space below.

**I certify that the information provided is true to the best of my knowledge:**

|  |
| --- |
| **Contact Name/Title:** |
|  |
| **Recipient Institution:**  |
|  |
| **E-Mail Address:** |

**INSTRUCTIONS**

Find the general category of your grant(s) below. Information to include in your report is shown in italics. You may include additional information as necessary.

* **Grant directed to a department or program within an organization (e.g., to the College of Nursing for scholarship).** *Confirm that all dollars were directed to the named program and/or department, and used for the stated purpose.*
* **Grant to support an endowed fund within an organization.** *Confirm that all dollars were directed to the named endowment fund.*
* **Grant to a church or religious organization (e.g., for the church school or a particular program).** *Confirm that all dollars were directed to the appropriate program. List the general categories of expenses supported by the grant.*
* **Grant to a hospital system foundation (e.g. to support a particular hospital or program).** *Confirm that all dollars were used to support the named hospital and/or program. Be as specific as possible if the grant is for any purpose other than sustaining support.*
* **Grant to a university or medical school for research into a particular disease (e.g., diabetes, heart disease).** *Confirm that dollars were directed for research into the named disease. Provide the name of the laboratory and/or investigator conducting the research.*
* **Grant to an association or society for community outreach programs and/or research (e.g., arthritis, cancer).** *Describe the outreach program and/or how dollars are directed for research depending on the purpose of the grant.*
* **Grant to an organization to purchase specific items or categories of items (e.g., books, medical equipment).** *Provide a complete listing of items purchased or categories of purchases. Include sub-totals for each category.*