



# West Yellowstone Foundation

## Community Grant Follow-up Report

westyellowstonefoundation.org  
P.O. Box 255, West Yellowstone, MT 59758  
(406) 646-1152

**Grant Focus Areas**

- Arts & Culture
- Basic Human Needs
- Education
- Economic Development
- Natural Resources
- Conservation
- Historic Preservation

The West Yellowstone Foundation requires each grantee to complete a Final Grant Report to be turned in to the Foundation within 30 days after completion of their project. If the project is ongoing, the report should be completed after the West Yellowstone Foundation grant has been fulfilled.

The Foundation is very interested in following up on the usage of grant monies we expend. Having a full report of the impact of programs we help fund allows us to determine how best to release our grants going into the future and to guarantee that our donors' money always goes to worthwhile causes. Final Grant reporting must include a dollar breakdown of how funds were spent, along with receipts from expenditures made. We also use the information for public relations and marketing purposes. Having real evidence such as photographs and quotes from these reports allows us to gain the interest of news media and to attract attention to the many good works of the programs the Foundation helps to fund. Your attention to detail in this report is greatly appreciated.

Please Note: If the names of people in photographs are know (especially children under age 18), please clearly identify them either on the back of the photograph, or on a separate page of your report. (We may need to send photo/media release forms to parents/guardians of minor children in order to use their photos and names.) Please also include a description of what is happening in the photograph.

\*\* By submitting this report you are authorizing the West Yellowstone Foundation to use your name and quotes from this report in publications and with the media.

Signature of report writer: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name here: \_\_\_\_\_

## West Yellowstone Foundation Final Report

Name of organization: \_\_\_\_\_

Project name: \_\_\_\_\_

Date completed: \_\_\_\_\_

Report/Grant contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

**OVERALL IMPACT** (please attach additional sheet if needed)

- 1.) What impact did this project/program have on the community? Explain how the West Yellowstone area was served, improved, helped. Please include photographs, surveys or feedback.
  
- 2.) Were the overall goals of the project achieved? Please explain.
  
- 3.) Please describe the progress made toward the stated goals and objectives related to this specific project.
  
- 4.) Describe what you learned based on the results or outcomes you reported above and what, if any programmatic or organizational changes you will make based on your outcomes and results.
  
- 5.) How was the funding used? Be specific and include a dollar breakdown of how the funds were expended and to whom. It is very important, as well as required by the IRS, that receipts are also included.
  
- 6.) If you will be continuing this program what are the plans for sustaining or expanding the program, including a future funding plan. If discontinuing the program, what factors led to this decision?

**Please mail your report to:**  
**West Yellowstone Foundation**  
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