

Minnesota Common Report Form

Dear Nonprofit Colleague,

We are pleased to introduce a Minnesota Common Report Form. Minnesota grantmakers developed this form to make the reporting process simpler and more efficient for nonprofits. For ease of use and to eliminate unnecessary duplication of work, you may reproduce any part of the form you find helpful.

Please keep in mind that every grantmaker has different reporting guidelines and priorities, as well as different deadlines and timetables. Before submitting the Common Report Form to a potential funder, it is very important that you check to see when, if at all, the grantmaker would like a report, and whether there is additional information the funder requests when reporting. Any funder that has agreed to accept this form may request additional information as needed. MCF's Web site (www.mcf.org) has an up-to-date list of funders agreeing to accept this form.

***You can download the Minnesota Common Report Form from the Council's Web site at:
www.mcf.org (select "Grantseeking in Minnesota")***

Minnesota Common Report Form Cover Sheet

Date of Report: _____

Report Submitted to: _____

Organization Information

Name of organization _____ *Legal name, if different* _____

Address _____ *Employer Identification Number (EIN)* _____

City, State, Zip _____

Phone _____ *Fax* _____ *Web site* _____

Contact person _____ *Phone* _____ *E-mail* _____

Grant Information

Grant ID, if applicable: _____

Amount and support type: _____ Date grant issued: _____

2-3 sentence description of grant:

Check one:
Interim Report _____ Final Report _____

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Please use the following format for a report to grantmakers that have agreed to use the Minnesota Common Report Form. Your report should only be 1-2 pages, but don't forget to check each individual funder's guidelines for reporting.

Report Narrative

1. Please briefly outline your original goals and objectives, as stated in your proposal.
2. What progress have you made toward your original goals and objectives? What activities led to meeting these goals and objectives?
3. If applicable, describe the population served or community reached during the grant period. Use numbers and demographics such as race/ethnicity, gender or geographic location.
4. Were there any unanticipated results, either positive or negative? What did you learn because of this grant?
5. Will you make any changes based on these results?
6. *(for program/project grants only)* What are your future plans for sustaining this program or project?
7. Are there any other important outcomes as a result of this grant?
8. Do you have any plans to share your results or findings? How?

Financials

1. Please attach an income and expense statement for this grant period. Also, include your original budget.
2. If this is an interim report, please attach a statement including income and expenses for grant period *to date*. If this is a final report, please attach a statement including *actual* income and expenses.
3. Please feel free to include a narrative for any of your expenses and income, if necessary.
4. *(for program/project grants only)* Please include a list of additional funders, including amounts received for this project or program.

Be sure to check each individual funder's guidelines for other reporting requirements.