



301 NW 36<sup>th</sup> Street ▪ Oklahoma City, OK 73118 ▪ 405.525.6530 ▪ 888.525.6530 ▪ [www.okdfdndn.org](http://www.okdfdndn.org)

## Oklahoma Disciples Foundation 2021 Grant Recipient Reporting Guidelines

Congratulations on your 2021 Oklahoma Disciples Foundation Grant Award!

We are looking forward to your organization successfully completing your project/event. This document provides guidance on the post-award reporting. A downloadable 2021 Grant Reporting Template and Guidelines are available on our website at [www.okdfdndn.org/2021-grant-information](http://www.okdfdndn.org/2021-grant-information). *Please note that current funding of your project or program does not guarantee future funding.*

### **Interim Reporting (complete the 2021 Grant Financial Reporting Template):**

If your project or event deviates from the original application or is unable to be completed, please send an interim report to ODF. Include a narrative on the progress of your project or event, the funds used to date, and notice of any changes or cancellations to your original project or event.

### **Reporting Within 60 Days of Event or Expenditure of Funds (complete the 2021 Grant Financial Reporting Template):**

Within 60 days following your event or project (or at least by December 15, 2021), send a report to ODF. The report should include a narrative on the final project or event, a comparison of the actual budget to the estimated budget included in your grant application, and an evaluation of the effectiveness of the project with the metrics included in your grant application.

If you were unable to use the grant funds, or only used a portion of the grant funds, list the remaining dollar balance and provide an explanation of why the funds were not spent and if they will be spent before the end of February 2022. Please inform ODF of any funds remaining after the February deadline to determine if these funds should be returned for the next grant award cycle. Following are examples of reporting details:

If requested funds were for an event or ongoing meal program:

- Include date(s) of event, number in attendance/fed, and number of staff/volunteers
- Breakout of costs showing how grant funds were spent
- Improvements to be made for future events

If requested funds were for a project:

- Businesses used to complete the project
- Breakout of costs showing how grant funds were spent
- Realized benefit or future benefit to be derived

If requested funds were for a scholarship:

- Number of individuals receiving a scholarship, scholarship amount, amount funded by ODF grant and the events subsidized
- Future opportunities for funding

Email (PDF format) to: [jabowers@okdfdndn.org](mailto:jabowers@okdfdndn.org)

Cc: [hday@okdfdndn.org](mailto:hday@okdfdndn.org)

Email/Subject Line: ODF 2021 Grant Report – “Organization Name”

### **Mission Statement**

The mission of the foundation is to sustain an enduring financial basis for Christ’s ministry through the prudent investment of funds to ensure a legacy of Christian principles and institutions.