



WEGE FOUNDATION GRANT REPORT GUIDELINES

Please log into your account at <https://bbgm-apply.yourcausegrants.com/apply/applications> to access report requirement due dates and to submit your report.

I. Narrative

A. Funds

Were all funds expended? Please note if there are any unexpended funds, the remaining amount, and describe why all funds were not used.

B. Results

Did you fulfill the deliverables you hoped to achieve during the project timeline? (Yes or No). If no, why not?

C. Lessons Learned/Story Telling

Please share a highlight or challenge you faced during the funding period. What did you learn?

II. Financials and Attachments

A. Audited Financials – An audited financial statement for each year during the grant period, if available. If audited financials are not available, current 990 forms are also acceptable.

B. Budget Overview - Include a detailed, complete accounting of how the specific grant dollars from this foundation were spent. Please use the post-grant budget template available at <http://wegefoundation.com/grants>.

C. LEED Certification - If your project contained a capital campaign element, please include a copy of your LEED certification.