

ANNUAL REPORT

To assist the Board of Trustees in fulfilling its responsibilities, all organizations that receive notification of grant awards from the Chapman Foundation, whether or not the grant funds have been disbursed, are required to submit a Report to the Executive Director of the Chapman Foundation by February 1 of the grant year.

The report should NOT cover all the activities of the organization, but should instead focus solely on the program(s) or project(s) for which Chapman funds were provided, as specified in the Grant Contract.

Specifically, please address the following items:

- 1. Amount of the grant provided by the Chapman Foundation:
_____.

- 2. If not previously reported to the Foundation in your request for disbursement of approved grant funds, specify the prospects for successfully meeting the matching requirements, including the source(s).

- 3. Are the funds provided, or to be provided, by the Chapman Foundation being spent, or to be spent, for the purpose(s) specified in the Grant Contract? Please specify the number of students served _____.

- 4. Have you encountered any problems that have required you to make changes in program(s) or project(s) funded by the Chapman Foundation? If so, please explain.

- 5. Please highlight any results achieved in the program(s) or project(s) funded by the Foundation on no more than two pages.

- 6. Name of person who prepared the Report _____.
Email address _____.
Telephone _____.