



2010 Grant Award Recipient Checklist
(for organizations who are successful in receiving a grant)

▣ **March: Pre-project planning**

- *Confirm arrangements for Grants Recipients Meeting*
- *Confirm arrangements for Grants Awards event*
- *Make arrangements for digital photographic record:*
 - *Before your project gets under way,*
 - *As your project progresses, and*
 - *After your project is complete*

▣ **By July 1: Verbal Progress Report**

Update your Foundation Grants Committee liaison concerning the progress of your project.

▣ **By September 1: Interim Written Report**

For the Foundation "Annual Report to Community", submit your Interim Report as to the progress of your project, including photographs.

▣ **December 1: Final Report**

Final report is due, including Financial Report

Photographs – tips'n'hints

The best pictures are those featuring smiling faces of the people involved

Try to have your pictures tell the story of your project:

- *WHO was involved?*
- *WHAT did you do?*
- *WHEN did it happen?*
- *WHERE did it take place?*
- *HOW did it make a difference?*