

STEP 4: Reporting

Sample Report Questions for Project-Specific Grants

PLEASE NOTE THAT THIS DOCUMENT IS PROVIDED FOR YOUR REFERENCE ONLY. ALL REPORTS MUST BE SUBMITTED ELECTRONICALLY VIA THE ONLINE GRANT PORTAL.

Steps to access the reporting form through the portal:

1. [Log in](#) with your username (email address) and password.
2. Once logged in, you will be on the Applicant Dashboard.
3. Below your application, you will see the report form name. Click on the blue “Edit” link to the right to access the form. You will have the ability to save your work and complete it at a later time as needed.

The sample questions below are specific to **Project-Specific** grants. If you are seeking or have received a grant for General Funding, please refer to the *Sample Report Questions (General Funding Grants)* document.

Interim Report – Sample Questions:

Grantees receiving \$25,000 or greater in funding are also required to submit an interim report midway through their project.

- What was the targeted population, and how are they benefiting from this project?
- Is your project or initiative being implemented as planned? If not, please explain any deviations from the original plan.
- How are you measuring your progress toward your goals and projected outcomes? Is the intended outcome likely to be achieved by the end of this grant period? If not, please explain.
- Does the proposed budget accurately reflect the project’s actual expenses to date? If not, please explain.
- What challenges have you encountered thus far, and how are you addressing them?
- What is an opportunity with which our Foundation might be able to help or support you?
- Please explain how your organization has addressed or plans to address the special conditions outlined in your grant agreement.

At the end of the form, you will be given space to provide any additional information or supporting documents you deem appropriate.

Final Report – Sample Questions:

All grantee organizations are required to complete and submit a final report at the end of their project or initiative. The outcomes and impact documented in the final report will serve as prerequisites for any future or additional funding from the Konar Foundation.

- What was the targeted population, and how did they benefit from this project?
- Was your project or initiative implemented as planned? If not, please explain any deviations from the original proposal.
- List the goals and projected outcomes presented in your application and identify how you measured progress toward each outcome and if the intended outcome was achieved. If not, please explain.
- If the intended outcomes were successful, please provide qualitative and/or quantitative evidence to support your results. If not, please explain.
- What challenges did you encounter, and how did you respond to them?
- What did you learn from your grant experience? Explain what you would do differently next time and why (if applicable).
- What is an opportunity with which our Foundation might be able to help or support you?
- Please explain how your organization has, or has not, fulfilled the special conditions outlined in your initial application.
- **File Uploads:** Revised Budget Worksheet, Organization’s Balance Sheet, and Organization’s Profit & Loss Statement

At the end of the form, you will be given space to provide any additional information or supporting documents you deem appropriate.