

## SAMUEL S. FELS FUND / Post-Grant Report Guidelines

### I. Financial Information

1. Amount of grant
2. Financial statement
  - a. If the grant was for support of a specific project, please provide a comparison of the projected revenue and expenses and actual revenue and expenses for the project.  
Also, please note which components of the project were funded by the Fels grant.
  - b. If the grant was for general operating support, please provide an income and expense summary for the fiscal year in which the grant was received, or if the fiscal year has not ended, please provide a year-to-date income and expense summary.

### II. Grant Narrative

In two to five pages, please include a description of what occurred during the funding period, including:

1. Events and activities
2. Outcomes
3. Number of staff involved
4. Constituency served
5. Interaction with other organizations
6. Analysis of the results and future plans:

*How did the actual and expected results compare?*

*What effect did the funding period's activities have on the agency's plans?*

*Were there any unanticipated problems or challenges?*

If a report or other document was produced as part of the project, please send a copy as well as information regarding its distribution.

Grant reports are due on the date stipulated in the award letter. Subsequent proposals will not be considered until reports are submitted and accepted. All reports are acknowledged.

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SAMUEL S. FELS FUND  
1616 Walnut Street  
Suite 800  
Philadelphia, PA 19103-5313  
(215) 731-9455