

Please note: This copy is for review and planning only. Final grant reports must be submitted via the online grant portal. Reports will not be accepted by mail or email. Contact your LHS coach for more information.

Indiana Historical Society
Heritage Support Grant
Project Grant Final Report

Grant #:

Report Date:

Name of Organization:

Name and title of project manager:

Telephone:

Email:

Name of Project:

Grant Amount:

Total Project Budget:

Additional Sources of Funding for the match requirement (if applicable):

Budget

1. Was the project completed on schedule? _____ Yes _____ No
2. Was the project completed on budget? _____ Yes _____ No.
 - a. If no, was the project _____ under budget? _____ over budget?
3. What specific project expenses were covered by the grant award?
4. Explain any budget-related issues.
5. Please attach a financial report using the required form.

Progress and Impact

1. Please recap the need and desired outcomes of your project.
2. What progress was made towards realizing those outcomes? Was the need addressed?

3. What project activities were implemented? What were the outputs of these activities?
4. Did internal or external factors (e.g. new staff/volunteers, unanticipated delays, increased funding, etc.) affect the achievement of your project or the anticipated timeline? If yes, tell us if/how these modifications affected the original objectives mentioned in your grant application.
5. Were there any unanticipated results, either positive or negative, that you have not already described above? If yes, please tell us about them and describe the implications.
6. Did the grant increase your ability to operate more effectively at an organizational level? If yes, describe what capacity-building was accomplished and how it will enhance what you do.
7. Has your organization collaborated with any new partners as a result of the grant you received? If yes, how has that affected your organization?
8. Has your organization received additional media coverage relating to the project?
 Yes No
a. If yes, please explain (include dates, type of coverage, publication/media outlets):

Lessons Learned

1. What have you, your staff and/or volunteers gained or learned from this project?
2. What worked well? Why?
3. What didn't work well? Why?
4. How have you documented what you learned from this grant?

Future Plans

1. How might the lessons learned impact planning, performance, or services for future projects?
2. Have you implemented any steps toward securing additional financial resources for sustaining or expanding this project or for developing a new project? Please describe.
3. What are your plans to further the strategic mission of your organization? What are your next steps?

Education

1. Did you or any member of your project team attend any IHS Fundraising for Local History workshops? If so, check all that apply:
 - Heritage Support Grant Overview
 - Pitching Your Project (1/2 day workshop at IHS with afternoon time to work with coaches)
 - Fundraising Basics
 - Making Your Case for Grant Support
 - Annual Giving and Membership

2. Did you or any member of your project team attend any other non-IHS fundraising or grant writing workshops or training. If so, please list:

3. Please indicate the extent to which you or your project team was in consultation with your assigned IHS Local History Coach during the grant application phase:
 - No inquiries beyond initial contact
 - Answered questions about process or application
 - Helped with phasing projects
 - Provided guidance about needs statements
 - Provided guidance about logic model
 - Provided guidance about budget template or justification
 - Answered questions about matching funds or fundraising in general
 - Answered FLUXX questions (including help uploading documents)
 - Reviewed draft of Summary of Proposal or Full Proposal
 - Other (please explain in notes section)

4. Did your Local History Services Coach serve as a resource to you during the implementation or reporting phases of you project? If so, briefly describe.

Fundraising

1. How many grants has your organization applied for in the last fiscal year (including this Heritage Support Grant)?

2. How much money has your organization received as a result of grant funding in the last fiscal year (including this Heritage Support Grant)?

3. How much money has your organization raised from non-grant sources in the last fiscal year?

4. Do you receive money from other funding sources? Mark all that apply:

- i. Membership
- ii. Annual giving
- iii. Special events
- iv. Major gifts
- v. Planned giving
- vi. Local/state government support
- vii. Other (please specify)

5. Please indicate to what extent you agree with the following statements:

As a result of the Heritage Support Grant:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
We have gained new knowledge about the grant application process .					
We have gained new knowledge about fundraising in general.					
We have identified ways to expand and improve our organization's fundraising.					
We are more likely to apply for grants from other funders.					
We feel more <i>confident</i> in our ability to articulate a case for support of our organization.					
We feel more <i>comfortable</i> about our ability to articulate a case for support of our organization.					

6. Do you have any additional comments you would like to share?