To help the KeyBank Foundation track the progress of your project, its impact on local communities, and assess the project's effectiveness, we require interim reports and a final narrative and fiscal report. Recipients of grants must submit interim reports on an annual basis and a final report no later than three (3) months after the completion of the project and prior to any new funding request. Reports should include copies of all publicity related to the project.

Where to send requests

Send grant reports to the KeyBank Foundation office where the grant was approved. KeyBank Foundation headquarters will receive reports for program grants originated in Northeast Ohio offices in Cleveland. Other program reports are submitted to the funding committees in the district offices throughout the United States. This form is available at https://www.key.com/pdf/GrantReport.pdf.

Please provide the following information:

Organization's legal name:

Mailing address (including city, state, and ZIP code):

Telephone number: Fax number:

Web address:

Organization's lead executive (Executive Director, CEO, or President):

Name: Title:

Telephone number: Fax number:

Email address:

Organization's contact person for this report:

Name: Title:

Telephone number: Fax number:

Email address:

Project title:

Grant amount:

Reporting period: to

    Annual grant report   Final/end of grant report

Narrative evaluation

Please attach a report that includes the following information and does not exceed six pages including the summary pages.

- Identify results of each program grant objective.

Objective (anticipated changes)	Activities (actions, services)	Quantifiable results (completion rates)	Impact (changes)
Increase employment of 20 to 24-year-old inner city residents	Assess skills and interests Deliver training	# of program graduates	# and percent of the graduates employed for one year

- How did the program impact the targeted populations?
- Briefly describe any changes that were made to the proposed objectives and/or budget.
- Identify any unexpected outcomes of this program.
- Explain significant organizational changes that occurred during the grant.
- Discuss the problems you encountered or anticipate and the activities or plans to address them.
- Describe the progress made on your agency's environmental sustainability program/efforts.

Financial report

- Budget - categories of planned expenditure (e.g., supplies, travel).
- Actuals - amount spent to date in each category.
- Variance - amount remaining to be spent in each category.

Note: Funds that are not expended or encumbered during the grant period should be returned to the KeyBank Foundation unless the Foundation makes written authorization for the organization to retain these funds or to extend the award beyond the end date of the grant.

Additional end-of-grant report questions

- Discuss whether and how this project and its results might be replicated elsewhere.
- As a result of this grant, identify unanticipated successes.
- Describe the plans to continue the work started by this program.