



GRANTEE REPORT: 2016 Grant

Please submit report on or before September 15, 2016:

**ATT: Melissa O'Clair
The New York Bar Foundation
One Elk Street
Albany, NY 12207**

**518/487-5651; fax 518/487-5699
e-mail: moclair@tnybf.org**

The New York Bar Foundation was pleased to award a grant for your law-related program in 2015. As noted when the grant award was announced, each recipient is asked to provide a report at the close of the year on the status of the project, use of the grant funds, and accomplishments toward the objectives of the plan. Supplemental materials are welcome.

NAME OF ORGANIZATION RECEIVING FUNDING: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE: _____ **FAX:** _____

E-MAIL: _____

PROJECT DESCRIPTION:

- **Purpose and objectives:** _____

• **Accomplishments toward the project objectives:** _____

• **Implementation procedures:** _____

• **Collaboration - If the project was conducted in cooperation with other entities, please identify these organizations, their roles, and contact persons, including address, telephone and fax:**

• **Geographic scope of the project:** _____

• **Persons/groups served, including the approximate number of persons to be served:**

• **Staffing, volunteers for the project:**
Full-time employees _____ Part-time employees _____ Volunteers _____

• **Status of the project:** *(If part of an ongoing program, please describe progress in the past year; if all planned aspects were not concluded, please indicate when completion is anticipated)*
___ Completed
___ Ongoing project; portion covered by grant was completed
___ Not yet completed *(please explain)* _____

• **Evaluation - Please explain procedures used to evaluate the project and the results of this assessment:**

FUNDING:

- Amount of grant: \$ _____
- Total funding for the project: \$ _____

Please answer the following if additional funding was needed:

1. To date, how much funding for the project was:

- Allocated from organization funds _____
- Received from outside sources _____
- Pledged _____

2. Please describe in detail use of the grant funds, including items funded and amounts for each item.

3. If the project will continue beyond this year, please describe funding plans and sources to sustain its operation.

4. How was The Foundation logo utilized in conjunction with this grant?

5. Were there any press releases/news articles/newsletter stories that were published in your area regarding this grant and The Foundation? (If so please included a sample)

6. Please have The Foundation follow-up with the following person regarding the impact of The Foundation grant on your program:

Name: _____
Email: _____
Phone number: _____

Thank you - Please feel free to supplement this information