Impact Reports must be submitted within sixty (60) days of the conclusion of the project. Budget: Any unused grant funds will be returned to the Foundation. A new grant request form needs to be completed for future funding. Receipt of impact report will be acknowledged via email confirmation message.

Failure to meet the requirements of the Letter of Acceptance and Agreement may result in the disqualification of future grant opportunities from the Ohio 4-H Foundation for the next five years.

1. Grant and applicant information:
   a. Title of Grant
   b. Applicant Name
   c. Applicant Title
   d. Applicant Email Address
   e. County/Unit
   f. Date of Program

2. Financial Summary
   a. Amount Awarded
   b. Amount Used
   c. Grant Funds Remaining
   d. Cost Center

3. Type of Grant
   a. (Choose from the list)

4. Provide an overview of your project. Assume the reader knows nothing about the program.

5. Write 1-2 paragraphs promoting the success of your program (summary of impact). This should be written in a way that is appropriate to share in a newsletter.

6. List your proposed objectives and goals. Describe how well the objectives and goals were achieved (i.e. what was the identified need, how did this grant-funded project meet it, and how do you know).

7. Please share how you used your proposed evaluation plan and the results and impact of your project.

8. Describe the target audience that was served. (i.e. how many individuals, ages, diversity, etc.)

9. Provide a detailed project budget that includes all income sources and items or categories of actual expenditures.

10. Provide a copy of the Workday Sources and Uses by Cost Center report.

11. For continued programs, describe your future plans for sustaining the programming. Please share plans for fundraising, engaging volunteers, partnerships, etc. that will contribute to the sustainability of your program.

12. Project time frame: State the actual dates or months the project began and ended.
13. As stated in the letter of acceptance, unused grant funds that do not exceed 20% of the amount awarded will remain in the county to be used for 4-H programming. The 4-H Foundation grant funds are zeroed out after the projects have been reconciled and before new funds are awarded. **Provided FDM worktag values for a 4-H fund where your grant fund balance will be transferred to in Spring 2023.**
   a. Cost Center
   b. Balancing Unit
   c. Fund
   d. Grant
   e. Gift
   f. Additional Worktags

14. Please provide a OneDrive folder link that contains photos, flyers, press releases, and press coverage that will help **tell the story of what this grant helped to accomplish. This link should be set to work for "People in The Ohio State University with the link."**