**Grant Reporting**

It is crucial that the mission and goals of Wheels for Change are being met and that our partnering organizations are benefiting from the collaboration.

As a condition of receiving a grant, your organization is required to provide Wheels for Change with formal feedback on the program six months after taking receipt of the vehicle. Your organization’s input will enable us to strengthen our mission and vision as well as adjust program guidelines, expand consulting and educational services, and grow and develop the Foundation overall.

**Grant Outcomes**

The following outline is a guide to the information to be provided in the post-grant report narrative. Use the format as appropriate for your organization.

###### A. Outcomes Achieved

1. Highlight the major accomplishments of the grant. Include the reporting period dates.
2. Briefly summarize the purpose of the partnership with Wheels for Change (vehicle funding, technical support, training, etc.) and the issue or need that was addressed.
3. Summarize the anticipated results and the degree to which they were achieved to date. Provide quantitative and/or qualitative evidence that measures the success of the grant activities. Please include how you evaluated these results.

###### B. Lessons Learned and Evaluation of Wheels for Change

1. Describe any lessons learned regarding the implementation, scope of activities, collaborating with Wheels for Change personnel, measuring results, or other factors.
2. What recommendations do you have for Wheels for Change to maximize the impact of our funding in this area or better support grantees?
3. Evaluate the overall process from completing the application to consulting, to vehicle purchase and delivery, and on-going support.

## **Optional**: You may include press releases, recent newspaper/magazine articles, photographs, brochures, or other materials highlighting the grant-funded activities and accomplishments.

Submit completed reporting form to Amanda Kodeck by email at akodeck@mileone.com. Form should be submitted six months after receipt of vehicle.