



Linking Donors to Dreams

Cottage Grove Community Foundation Community Grant Program

2026 Grant Completion and Evaluation Form

Your grant completion report is due no later than September 9, 2026.

A digital copy of this form is posted on our website at <https://cgcfoundation.org/grants/>.

If your project is not complete or funds have not been expended, an interim report is required. Please use this form for your complete or interim reports. Please do not exceed 3 pages, not including budget and expenses.

		Date	
Organization Name			
Project Title			
Contact Person / Title			
Address			
Phone / E-mail			
Amount of Grant		Project start date:	Interim Report ☐ Yes ☐ No

If completing this form electronically, please delete extra space in the boxes after entering your information. Answers should be concise, but if you need to continue to a third page, feel free to do so.

Please attach a copy of your original project budget and identify both income and expenditures to date. Please do not send a copy of your budget in a different format.

Did you meet your original project goals? Describe the specific objectives and activities outlined in your proposal and the actual results to date. As of this report submission, was your project completed?

--

Based on your answer above, how would you describe the project's measurable impact so far on the people you serve in south Lane County? What has been the project's measurable impact to date on your organization? Has the grant (1) helped to attract new funding from the community, (2) increased collaboration with other organizations, (3) increased volunteer involvement? How has your organization changed as a result of this project?

--

If you feel your project has been successful, what factors contributed to this? If the project was less successful than you hoped, what do you think contributed to that?

As you implemented your project, circumstances may have required you to make adjustments to your project. If so, please tell us about it. What specifically led to the change? How did you adapt your project as a result?

Sometimes the positive impact of a project is not easy to communicate via measurable results. If this is true of your project, please share with us a story that illustrates the impact of the project.

How did you recognize the Cottage Grove Community Foundation in your publicity about the grant and your project? Please attach any samples of that recognition.

Signature / Title of Person Completing This Form

Date Form Completed

Please attach a copy of your original project budget and identify both income and expenditures to date. Please do not send a copy of your budget in a different format.

You may e-mail this form and the budget attachment to director@cgcfoundation.org
or mail to CGCF, PO Box 1326, Cottage Grove, OR 97424.

Completed forms must be received in the office no later than September 9, 2026.