

APPENDIX D Grant Closing—Sample Letters and Forms

3. Close-Out Form

CONFIDENTIAL

**FOUNDATION
GRANT CLOSE-OUT REPORT FORM**

Grant Category:

Organization:

Funding History:

Grant Dates:

I. Goals/Strategies:

II. Outcomes:

III. Advances/Setbacks in Program/Management:

IV. Additional Comments:

SUBMITTED BY:	DATE:
REVIEWED BY:	DATE
EXECUTIVE DIRECTOR REVIEWED:	DATE:

- Closed in Grants Tracking System
- Copy to Administrative Officer
- Copy to Grant File
- Closing Letter Sent to Grantee