*Reports should be filed within 1 year of receiving a grant from the Texas Historical Foundation (THF) or within 90 days of completing the project to which THF grant funds were applied unless otherwise agreed. For THF’s purposes, a “project” is the area of work proposed in an application for which granted funds were awarded. Reports filed prior to project completion are considered “Interim Reports” and may require an additional report to be submitted upon completion of the project to satisfy conditions of the grant agreement. Please complete the form below and return via email to* *grants@texashistoricalfoundation.org*.

**ORGANIZATION:**

**REPORT TYPE:** *(Interim or Completion Report)*

**PURPOSE OF GRANT:**

**GRANT AMOUNT:**

**DATE RECEIVED:**

**TOTAL PROJECT COST:**

**DATE OF COMPLETION:** *(for interim report, please use anticipated date of completion)*

**ADDITIONAL INFORMATION** – *Please provide written responses to the prompts below.*

* Briefly describe the results of the project. If pertinent, discuss the impact the project has had upon your community. Please include number served or attendees if applicable.
* Did the cost of the project fall within the proposed budget?
* Has THF previously funded any other phase(s) of this project? If so, provide a brief description and status of the previously funded phase(s).
* If applicable, how will outcomes of this project be maintained into the future?
* Please share any feedback your organization has for improving our grant application or reporting process.

**ATTACHMENTS** – *please include as email attachments when submitting this report.*

* For grants $10,000 or more, please attach a financial statement for the project that includes the application of granted funds.
* Up to 5 images in JPEG or PNG format representing the project. Images suitable for distribution in materials promoting the grant (such as blogs or newsletters) are preferred.