



Community Outreach Grant Fillable Report

MOAA Council or Chapter,

Completion of this form is required for any MOAA Council or Chapter who receives a MOAA Foundation Community Outreach Grant, as outlined in your signed Memorandum of Understanding (MOU). Reports indicating grant fund usage must be submitted via this form – other forms of report submissions will not be accepted.

This form acts as the **required mid-cycle report (due by December 31st)** and **required final report (due by April 30th)**, but can also be submitted as many times as your Council or Chapter sees fit, based on your use of grant funds and can include any relevant updates. If you plan on submitting this form multiple times or on a monthly basis, use your best judgment in the amount of feedback you choose to submit - including repeated information with each report is appreciated, but not necessary.

Because this fillable PDF can be completed, saved, and submitted at your own pace, we suggest reading through all questions below before you begin. Once completed, save this PDF to your own records and email the PDF to moaa_foundation@moaa.org as an attachment. Photos and relevant documents can also be submitted as separate attachments within your email.

Also note that only some of the prompts below are required and that not every question requires a response. Those required will be marked with an asterisk "".

Contact Information

*Council/Chapter Name:

*Total Funds awarded:

*Submitter Name:

*Submitter Phone Number:

*Submitter E-mail:

Organizational Information

*What organization and/or group did you assist as a result of this Community Outreach Grant award?

*Approximately how many individuals have been assisted so far as a result of this Community Outreach Grant award?

*Please fill out the below chart to include where the percentage(s) of your Community Outreach Grant funds have been used so far (*using approximate percentages is acceptable; we require that 100% of funds be used upon submission of a final report*):

Military Community Category Assisted	% of Grant Funds Used So Far (Ex: 15% Active Duty, 30% Veterans, 55% Surviving Spouses)
Active Duty	%
National Guard	%
Reserve	%
Veterans	%
Veteran Families	%
Children	%
Surviving Spouses	%
Total	% of Community Outreach Grant Funds Used So Far

*How many volunteer hours would you estimate have been completed so far in assisting the military community as a result of this Community Outreach award? (Using approximate percentages is acceptable; we require that 100% of funds be used upon submission of a final report):

Category	% of Volunteer Hours Completed Per Category (Ex: 25% Housing, 75% Financial Assistance)
Housing	%
Food Assistance	%
Employment	%
Health (Including behavioral health)	%
Family Support	%
Community Reintegration	%
Financial Assistance	%
Legal Assistance	%
Transportation	%
Emergency Relief	%
Total	% of Volunteer Hours Completed Per Category So Far

Grant Fund Usage

*Grant funds used as of today:

*Grant funds remaining as of today:

*What services, items, or assistance were you able to provide to this organization and/or group through use of your Community Outreach Grant funds?

*How has this organization and/or group benefited so far from your Council or Chapter since you've been awarded funds?

*Were there any difficulties your Council or Chapter ran into while trying to provide the service, items, or assistance? If so, please explain below.

*Please include a breakdown of how your grant funds have been used thus far (*Note: If you would like to upload a document, spreadsheet, or PDF detailing your grant fund usage breakdown, please type "See attached" in this text box, and attach your document(s) to the email you are sending.*)

Feedback for The MOAA Foundation

As a MOAA Council or Chapter member, can you provide a testimonial showing appreciation to our donors who make this program possible? *(Please mention if you would like to remain anonymous in the text box below).*

Y N *With this form submission, and based on the information you have provided above, will this be your final Community Outreach Grant fund usage report? *(Reminder: If all grant funds have been used, and you have indicated that information in this submission, you do not need to submit any additional grand fund usage reports.)*

Y N *Does your Council or Chapter foresee applying for a Community Outreach Grant next year?

If you selected “No” above, please provide some additional feedback as to why you do not plan on applying for a Community Outreach Grant next year.

If your Council or Chapter has any recommendations for next year’s Community Outreach Grant application process, please list them below.

This report will be added to our records for your Community Outreach Grant fund usage. Your updates are appreciated, and we welcome any future grant usage report submissions if you would like to provide additional information over the coming months.

The MOAA Foundation thanks you and your members for your many efforts in providing much-needed assistance to those in the uniformed services and veteran communities.

With thanks,

The Development Team
(800) 234-6622 / moaa_foundation@moaa.org

