



**DISCRETIONARY GRANTS REPORT FOR MEETING SUPPORT**  
**General Instructions**

- For its Final Discretionary Grants Reports for Meeting Support, please fill out this form and an EXCEL spreadsheet as the Financial Reporting Form.
- Reports must be received within 6 weeks of the date of the conference.
- Submit three copies of completed reports by regular mail to:

Catherine Luce  
Grants Associate  
Maine Health Access Foundation.  
150 Capitol St., Suite 4  
Augusta, ME 04330

Reports may be submitted electronically in IBM format to [cluce@mehaf.org](mailto:cluce@mehaf.org) as well, but hard copies must be sent to the Foundation.

**Grantee Information**

Discretionary Grants Report for Meeting Support	
Grantee Organization:	
Grant Number:	
Project Title:	
Total Grant Amount:	
Project Director:	
Project Director Job Title:	
Organization:	
Address 1:	
Address 2:	
City:	
State:	
Zip:	
Phone:	
Fax:	
E-Mail:	

### **Narrative Report**

Please address each question in the appropriate area of the table below.

<b>1. Briefly outline your event including: the date and place of the conference; the number of people who attended and the highlights of the conference.</b>
<b>2. Summarize the evaluations of the conference or describe the feedback you received from conference participants.</b>
<b>3. Briefly discuss how this conference will inform your future work.</b>

If available, please send a limited number of key materials relating to the conference such as photos, program materials, or newspaper articles.

### **Financial Report**

Please fill out the Discretionary Grants Financial Report Form (an EXCEL spreadsheet), inserting numbers from the budget submitted with your application in the “Budget” columns, and actual financial results in the “Actual” columns. If required for clarity, you may attach a brief budget narrative to the Financial Report form.