



# Episcopal Diocese of Massachusetts

## Use of Funds Report Requirements

### MISSION TITHE MATCHING GRANTS

#### Project Reporting

Based on your application for the Grant, please provide us with a reflection of your mission experience and/or project by answering the following numbered questions:

1. Describe any major changes in the project activity or timetable
2. What kinds of things did you do together?
3. Describe how your relationship foster empowerment, mutuality, interdependence, and shared leadership. Provide at least one examples.
4. What did you learn about your partner? Share something that they told you about their life or culture.
5. What do you admire about your partner? Share examples of gifts that you observed.
6. What did your partner learn about you and/or your congregation?
7. What did you learn about yourselves? Give specific examples.
8. What did you learn about God and about God's mission of reconciliation and justice?
9. Describe any significant lessons learned from your experience, your partner, and your work together
10. Outline your plans for the sustaining this relationship and any related projects.
11. Share your reflections- before, during, and after the trip- about how this experience affected your group as Christians in your partner community and back in your home community.
12. With your grant, you were asked to complete, with your partner, an A) informal asset/needs assessment and B) an inventory of other organizations with which your partner is working. Please attach both.

You are welcomed to add more narrative and we love to see photographs of you with your partner community!

#### Financial Reporting

- Please provide a line item report of **all** project expenses and **all** income sources, including other grants and fundraising.
- If the project has **not** been completed and all expenses have not been accrued, please explain the reason and a plan for completion. *A final report will be due upon completion.*

#### Contact Information

- Please list the name, address, phone number, and email address of person filing this report.

This report is due when the project is complete, but no later than **12 months** from the receipt of funds. A final report will be required *prior* to the submission of another concept paper. Please submit this report, with appropriate supporting materials to:

Laura Walta  
The Episcopal Diocese of Massachusetts  
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