



EXHIBIT C – GRANTEE IMPACT & OUTCOME REPORT INSTRUCTIONS

This impact report is due by 5pm on December 29, 2022 so that it may be evaluated by staff and volunteer grant review committees prior to the start of the 2023 grant cycle.

Please submit this report as a pdf to grants@cityofaspen.com by the due date listed above.

The impact & outcome report should cover four categories, described further below:

- Use of Funds
- Budget
- Impact
- Lessons Learned

Your Grantee Impact & Outcome Report should address the following topics at a minimum. While additional information is welcome, please do not exceed 2,000 words plus relevant attachments.

1. Include a brief summary of the purpose of the grant.
2. Describe the impact that City of Aspen grant funds had on your organization, and the population you serve, in 2022.
3. Discuss whether your organization has been able to accomplish the goals outlined in your application. If you have not, describe the constraints that prevented you from doing so and how you plan to address these in the future.
4. Please included budget details and documentation outlining how City of Aspen funds were utilized.
5. Provide organizational success stories, and testimonials if appropriate, describing the impact that City of Aspen grant funding has had on your served population.
6. Provide lessons learned for your organization over the past year, and how you plan to make improved use of City of Aspen grant funding in future years, if awarded.
7. Approximately, how many hours of community engagement did the grant help your organization perform? (Hours of engagement per individual x number of individuals served)
8. Include digital copies of any recognition that your organization received due to work supported by this grant or organizational promotional materials featuring the City of Aspen logo.