

# Impact Report Template for St. Joseph Foundation

Guideline to build your impact report that will be shared with  
the Board of Directors of the St. Joseph Foundation

## HEADER:

- Statement of Thanks

## SHORT DESCRIPTION:

- History of organization
- Summary of initial grant request
  - Project title
  - Description of need
  - Amount granted

## STORY FEATURING RESULTS OF IMPACT:

- Two paragraphs

## DATA SECTION:

- Break down of how the dollars were used.
- Data is helpful such as:
  - # of people impacted over what period of time
  - Amount of services/ hours/ items provided

## IMAGES AND QUOTES:

Please include images and quotes throughout the report to demonstrate the impact.

## CLOSING STATEMENT:

- Summary statement of how it made a difference and looking ahead.
- Please include the date, signature, title of signer.

\*Please note we may use pieces of this impact report to share with the public.

\*\* Two pages maximum.

\*\*\*Any questions, please contact [foundation@seattlearch.org](mailto:foundation@seattlearch.org)