

Grant Reporting & Publicity Guidelines

Congratulations on receiving a grant from the Eau Claire Community Foundation!

If your grant is through the competitive cycle, your grant report form will appear in your online grant portal.

Why Are Grant Reports Necessary?

They show ECCF and its donors that you used the money as intended.

What if We Don't Submit a Grant Report?

Grantees who don't submit their reports by the due date will be ineligible for an ECCF grant in the following grant cycle. Grantees who fail to submit reports entirely will be ineligible for future ECCF grants and may have to return the original grant money.

Grant Report Due Dates:

Competitive Grants: Reports are due within 30 days of the end of the grant period. Please see your grant acceptance agreement for details.

Donor-Advised Restricted Grants: These are grants donors recommend for a specific program or asset purchase. Grant reports are due within one year of receiving the grant check.

Donor-Advised Unrestricted Grants: Unrestricted grants from donors don't require formal grant reports.

What if We Need An Extension or Can't Use the Grant Money as Intended?

You can write a letter to the ECCF Board of Trustees explaining the situation and asking for a due date extension or a re-direction of grant funds. The BOT will consider your request, and the Program Coordinator will inform you of their decision. These Letters of Request are due at least 60 days before the end of the grant period.

All ECCF and WGC Grants:

We would appreciate any photos, stories, etc. you could share for use in ECCF publications. That way, we can publicize your organization's work and possibly attract new donors for you. Please send them within one year of receiving your grant.

Thank You Letters:

All grant recipients are strongly encouraged to submit thank you letters; showing donors the impact of their gifts and expressing appreciation may well encourage them to give again. Thank you letters should be sent to ECCF, which will forward them to the donors. Our mailing address is 306 S. Barstow St. Suite 104, Eau Claire, WI 54701.

Publicity Requirements:

The ECCF requires acknowledgement when you create publicity materials related to your grant-funded program or asset. Please see the Grantee Publicity Guidelines document below for more information.

Grant Reporting & Publicity Guidelines

Grantee Publicity Guidelines

The Eau Claire Community Foundation is pleased to have provided funding to your organization. Please include an acknowledgement of the Foundation's funding of your projects in your press releases, website, newsletters, brochures, annual reports or other promotional materials related to the project. By doing so, you will help your community understand how the Community Foundation supports outstanding nonprofit organizations in the region. The following information will help you learn about ways to fulfill this obligation of your grant acceptance.

Publicity Acknowledging Your Grant

Use the following text to list your grant: "Funding for the XYZ Program was provided by the XYZ Fund of the Eau Claire Community Foundation." If the fund was not listed in your grant award letter, simply put "Funding for the XYZ Agency Program was provided by the Eau Claire Community Foundation."

ECCF Statement

Please use the following ECCF statement in your press releases:

About ECCF: The Eau Claire Community Foundation serves as a bridge connecting donors and nonprofit organizations in the Eau Claire area. It helps donors manage their gifts, provides grant to nonprofit organizations, and supports nonprofits in their work.

Foundation Logos

Our logo is available for websites and printed materials. We recommend that you include it on your website as a symbol of ECCF's confidence in your work. Please use the following guidelines:

- If you post our logo on your website, or use it on social media, please link it to www.eccfwi.org or tag us in your post.
 - Do not alter the logo in any way or distort it by stretching its width or height.
 - Do not display the logo in a manner that implies sponsorship or endorsement without explicit permission from the Foundation. Usage of the logo is limited to acknowledging your grant from the Foundation.
-