# Cross-Cultural Ministry COLOUR (V4)

# Grant report template

Provide this grant report to the Committee for Cross-cultural Ministry. The report is due within a month of completing the activity. Email to [crosscultural@lca.org.au](mailto:crosscultural@lca.org.au)

This template offers two formats for your report

Our preferred form of ‘report’ is a short story describing the activity and outcomes (along with a photo). This ‘story’ could also be in the form of a short film clip

* With your permission, we would like to circulate the story as an encouragement to others
* The ‘story’ is best when kept to one page length
* If you choose this form of ‘story report’ please complete this first page of the template and email it with the attachments.
* Proceed to the second page of the template if you choose the alternative reporting method

## Applicant details

|  |  |
| --- | --- |
| **Name of Project**  *As stated on your application* |  |
| **Name of Project leader** |  |
| **Email Address** |  |
| **Name of Congregation** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Attachments and Information release | | | | |
|  | Story attached | | | |
|  | Photo’s attached | | | |
|  | Receipts (to verify expenditure) scanned and attached | | | |
|  | I am willing for my report and the photos I provide to be shared as a story via the Cross-cultural Ministry eNewsletter or the Lutheran | | | |
| Name and signature of report writer | |  | Date |  |

**Alternate reporting format**

## Applicant details

|  |  |
| --- | --- |
| **Name of Project**  *As stated on your application* |  |
| **Name of Project leader** |  |
| **Email Address** |  |
| **Name of Congregation** |  |

|  |
| --- |
| Section 1: Planned and/or actual achievements |
| Explain how the grant was used and what was achieved |
|  |
| Section 2: Joys / Successes / Benefits |
| Share learnings or benefits for your ministry |
|  |
| Section 3: Challenges / Difficulties / Barriers |
| Give details of any struggles and how you dealt with them |
|  |
| Section 4: Discoveries that might help others |
| What have you learned? Have you any suggestions for the CCM Committee? |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Attachments | | | | |
|  | Receipts (to verify expenditure) scanned and attached | | | |
| Name and signature of report writer | |  | Date |  |

Send to [crosscultural@lca.org.au](mailto:crosscultural@lca.org.au)