Grantee Final Report Form

The purpose of this reporting format is to monitor the progress of grantees and build greater consistency in how grantees report on their learning and accomplishments. Your candid responses will help us better reflect on the impact of your work and our grantmaking.

Please complete the form and answer the reflection questions (Section III) in narrative form, either by inserting your text or attaching separate pages. Please limit your narrative responses to a maximum of four (4) pages.

Attach the financial information as specified in Section IV. If you have any questions, please contact us.

**I. Grant Information**

Organization Name

Grant Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Grant Amount of Grant

**II. Certification & Contact Information**

By typing my name, title and date below, I certify that I am duly authorized to submit this report on behalf of the organization, and to the best of my knowledge the information contained herein is true, accurate and complete.

Print Name Title

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Email \_\_\_\_\_

**III. Reflection**

1. List each of the measurable outcomes identified in your proposal. Describe the progress you made on each and what you used to measure that progress.

2. To what extent did you achieve the actual goal(s) you were aiming for? What impact did you have on the opportunity, challenge or need that you were addressing? How do you know?

3. Describe any unanticipated opportunities or challenges you encountered. How did these affect implementation of your project and the actual outcomes?

4. What are the most significant results gained from this project, both relative to your organization and the people you serve?

5. As you reflect on your work, what did you learn as a result of this grant? If you were to undertake this project again, what would you do differently?

**IV. Financial Reporting**

1. Using the original budget included with your proposal, provide an itemized account of actual expenses and income for this period. Provide narrative on any variances of 10% or greater from the original project budget.
2. Who else has funded this project, and at what level?