

**Grantee Final Report Form – End of Life**

The purpose of this form is to build greater consistency in how grantees report on their results and learnings, as well as to monitor progress on end-of-life issues in central Minnesota. 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 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. **Impact/Results:** List each of the measurable outcomes identified in your proposal. Describe the progress you made on each, the data you have to demonstrate the progress and how you gathered that data.
2. **Opportunities and Challenges:** Describe unanticipated opportunities and/or challenges you encountered. How did these affect implementation of your project and the actual outcomes?
3. **Learnings:** As you reflect on your work, please describe three significant takeaways which impact your work going forward.
4. **Illustrating Your Impact, Work, and Community Partners:** You are strongly encouraged to attach media (or send large files separately) to illustrate your activity and the people you engaged, for example, 3-5 slides, social media posts, photos, or a video. These will be used to directly engage our board or on our website (with your permission) to share the importance and impact of work supported by the foundation.

**IV. Financial Reporting**

1. Using the final budget approved for 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 approved grant budget.
2. Who else has funded this project, and at what level?
3. How do you anticipate funding this project moving forward?