



Final Report Narrative

Please address all points that are applicable to your project.

Introduction

Provide a brief description of the project and the purpose of this grant.

Project Information

Activities: Completed activities and number of persons affected; participant reaction to activities; any activities not completed and reasons for non-completion.

Outcomes: Intended outcomes/goals and evidence of achievement; outcomes not achieved and why; any unintended outcomes. Major benefits of this grant to (a) your organization and/or (b) the community.

Evaluation: The evaluation process used and a summary of the results of your evaluation.

Concerns: Any problems encountered or changes in the project.

Strengths and Limitations: What worked; what did not work.

Future Plans: Plans which have been developed for continuation of this project; plans for future funding sources for the continuation.

Financial Information

Total Project Cost: Total actual income and expenses during the grant period as compared to the original project budget. This financial report should include a line item budget to delineate the use of Foundation funds as related to project expenses; include a description of other income sources used to support this project.

Funding: How this grant assisted your organization in leveraging funds from other sources, or in building interagency collaboration.

Significant Materials: Please provide copies of any printed materials developed for the project with Foundation grant dollars during applicable grant period (i.e. manuals, brochures, etc.)