



## Final Report Narrative and Financial Guidelines

Address all points that are applicable to your project.

### INTRODUCTION

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.

### APPENDICES

**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.)

This report is due ninety days from the receipt of the grant or upon completion of the project. Please submit only one copy of the Final Report Narrative to: Kim Meier, Donor Relations Officer, The Troy Foundation, 216 W. Franklin Street, Troy, OH 45373 or [kmeier@thetroyfoundation.org](mailto:kmeier@thetroyfoundation.org)