



## 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.)

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: Lisa Schelin, Donor Relations Officer, The Troy Foundation, 216 W. Franklin Street, Troy, OH 45373 or [lschelin@thetrovfoundation.org](mailto:lschelin@thetrovfoundation.org).