



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. The report must be completed online through [The Troy Foundation Grants Portal](#). If you have questions, please contact Nathan Kleptz, Grants Manager, by phone at (937)339-8935 or by email at nkleptz@thetroyfoundation.org.