



## **FINAL REPORT**

**Please use this form to develop your completed report and attach it as the coversheet.**

**Organization:**  
**Grant Amount:**  
**Grant Purpose:**  
**Report Due Date:**

---

### **Narrative**

Please address the following items in the order that appears below. Your narrative should be two- to five-pages in length.

- Review:** Refer to your original proposal. Briefly restate the goals and outcomes of the grant, the process used to achieve them, and the evaluation criteria that had been identified.
- Evaluation Results:** Briefly describe the following:
  1. Successes achieved during the grant period
  2. Lessons learned: What was different than expected? What challenges or setbacks were experienced? How did you respond to these factors?
  3. Outcomes: How will the outcomes affect the long-term goals identified in the proposal?
  4. Application: How are you using and sharing evaluation results and lessons learned? Comment on both the internal and external applications.
- Partnerships/Target Population Involvement:** Describe how links with other organizations and/or the target population's involvement affected the results.
- Sustainability**
  1. Briefly describe the next phase of this effort (continuation, expansion, replication, or termination).
  2. How will this effort be sustained? Indicate any additional resources you secured during the grant period. How will they be used to strengthen the program and the organization?
  3. If the total proposed budget was not raised, what adjustments to project goals or process were made?

### **Finances**

***Please provide the following financial documents; omission of these documents will result in processing delays.***

- A financial statement for the organization for the current fiscal year showing revenue and expenses.
- A financial statement for the grant showing budgeted versus actual revenue and expenses.