



Ann Arbor Area
community foundation

For good. For ever.

FINAL REPORT FORM

Date: _____

Legal name of organization: _____
(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Grant Number _____

Executive Director: _____ Phone Number: _____

Contact person/title/phone number (if different from executive director)
_____ Phone: _____

Address (principal/administrative office): _____

City/State/Zip: _____

Fax Number: _____ E-Mail Address: _____

Project/Program Name _____

Program Director/Contact Person _____ Phone: _____
(if different from Executive Director)

Purpose of Grant (one sentence) _____

Dates of the Project: _____ Amount of Grant Awarded: \$ _____

Have there been any changes to your organization's IRS 501(c)(3) not-for-profit status since your request for this grant? (yes or no): _____ If yes, please explain: _____

Dates covered by this report: From _____ To _____

Signature, Executive Director

Date

Typed Name and Title



Please provide the following information in this order. Use these headings, subheadings and numbers provided in your own word processing format, thus leaving flexibility for length of response.

I NARRATIVE - Two to three pages

A. Results

1. List the original goals and objectives of the grant, and tell how they were met during this reporting period. Describe current status on meeting any special terms of this grant (e.g. challenges, contingencies, etc.).
2. If possible, explain results in outcome-based terms. For example, what difference did this grant make in the community and for the population you are serving?
3. Variance from original project plans often occurs. In what ways did the actual project vary from your initial plans? Describe how and why.
4. Describe any unanticipated benefits or challenges encountered with this project.
5. Describe how collaborative/cooperative efforts with individuals and organizations involved in planning, implementing funding and/or evaluating this project/grant affected outcomes.

B. Lessons Learned

1. What are the most important outcomes and “lessons learned” from this project?
2. What recommendations would you make to other project directors working in this area or to the Foundation?
3. If you were to undertake this project again, would you do anything differently? If yes, please explain.
4. Other lessons?

C. Future Plans

1. What is your vision of this project over the next three years? Include plans and rationale for ongoing funding, expansion, replication or termination.

D. Public Relations

1. Provide a “human interest story” that helps explain the success of the project.
2. Attach any printed material relating to the funded project: press or news items, brochures, letters of support, photographs, etc.

II FINANCIALS

- A.** Using the Project Budget format from the original application, provide detailed expenses and income for the project for this period. Provide narrative on any variances from the original projected budget.
- B.** Include a detailed, complete accounting of how the specific grant dollars from this foundation were spent.



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Grant Budget Format

	<u>Amount Requested</u>	<u>Amount Spent to Date</u>
Salaries	_____	_____
Payroll Taxes	_____	_____
Fringe Benefits	_____	_____
Consultants and Professional Fees	_____	_____
Insurance	_____	_____
Travel	_____	_____
Equipment	_____	_____
Supplies	_____	_____
Printing and Copying	_____	_____
Telephone and Fax	_____	_____
Postage and Delivery	_____	_____
Rent	_____	_____
Utilities	_____	_____
Maintenance	_____	_____
Evaluation	_____	_____
Marketing	_____	_____
Other (specify)	_____	_____
Totals	_____	_____