



FINAL REPORT
Grants for less than \$10,000

GRANTEE: **DATE:**
PROJECT:
GRANT AMOUNT: **GRANT #:**

FINAL REPORT COMPLETED BY:

name: **title:**
phone: **email address:**

Final reports to the Community Foundation help us understand how grants benefit our community. The insights you provide by answering the questions below help to substantiate our past grantmaking and inform our future grantmaking. We encourage you to go beyond simply documenting your activities and costs. We want to hear about your outcomes and successes, but also your challenges, difficulties, and even failures related to this grant and what you have learned that will make your organization more effective.

**PLEASE ANSWER ALL QUESTIONS BELOW.
BE AS CANDID, REFLECTIVE, AND CONCISE AS POSSIBLE.**

1. Demonstrate impact and accountability

- How has the work supported by this grant benefited our community and furthered the mission of your organization?
- Describe how the Community Foundation's grant was spent.
- Was there any unspent grant money? If so, please return unspent dollars.

2. Reflect on what you learned during the grant period

- Describe any unforeseen circumstances, challenges or successes during the grant period. What insights were gained from them?

3. Share your success

- Share the difference this program has made with an example, success story, or quote.
- Do you have photos or a short video clip illustrating the impact of your program that the Community Foundation could share publicly so others may learn from your work? Yes (email as an attachment) No

4. Do you have suggestions for the Community Foundation on how we can improve our grant processes?

(These may be submitted anonymously under separate cover if desired. Please address to Amy Putzer, Director of Programs.)