

Final Report Outline

It is acceptable to answer in point form

Section A: Charitable Organization Details

Registered Charity Name			
Street/Mailing Address			
City/Prov, Postal Code			
Phone #		Email	
Website			
Charitable Registration #			
Period this report covers	From		To
Contact name for report			

Section B: Project Summary

Name of project			
Byline of project (50 words)			
Total value of project			
Amount of grant			
Project Manager		Email	
Website URL - project news			
Period this report covers	From		To
Contact name for report			
Phone #		Email	
Project partners			

Section C: Project Description Summary

1. What were the original goals and objectives stated in your grant application?
2. Did these goals and objectives change over the course of the project? If so, how? Why?
3. Describe the timeline of key activities undertaken.
4. Did the key activities and implementation plan change substantially over the course of the project? If so, how? Why?
5. List and describe your community partners and their specific roles in the creation and implementation of the project?
6. What were the benefits of working with your partners on this project?

Section D: Outcomes

1. What was achieved?

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2. How many people were involved as participants, organizers, staff, partners?

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3. What were your indicators of success? How did you measure and evaluate success?

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4. Were there unanticipated results?

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Section E: The Impact

1. Describe the impact that your project has realized.

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2. What has changed as a result of your program/project?

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3. What effects has the project had on the participants? On the community? On the partnering organizations?

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4. Describe the impact you envision this project will have in the future.

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4. Will this project continue?

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5. Did Columbia Valley Community Foundation's grant help you to leverage other sources of funding to sustain this project in the future?

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6. How will the community take action as a result of this project?

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Section F: Knowledge Transfer

1. Who will you share the results and learning with?

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2. How will you disseminate the knowledge gained from this project?

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3. If possible, please share a testimonial or story that illustrates what you consider the most significant change that resulted from your project.

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Section G: Public Recognition and Reporting

1. How will the Columbia Valley Community Foundation be recognized for the grant?

2. If applicable and where relevant, please include attachments or additional information related to your project:

- Resources and publications
- Media clippings
- Photographs
- Additional program evaluation and/or research if available

Section H: Project Financial Statements

1. Project Funding

Funder	Cash	In-Kind	Total
Community Valley Community Foundation			

2. Project Expenses

Project Expenditures Proposed	Project Expenditures Final	Variance	Reason

3. Project Financial Summary (FINAL)

Total Revenue	
Total Expenses	
Excess (or deficit) for project	
Explain excess or deficit management here	

Community Grant Application

Please submit 45 days after your project completion

We certify that this final report has been reviewed and approved on behalf of the organization listed above.

Print name and title

Print name and title

Signature

Signature

Date

Date