

Note: This form is due one year after the grant is made or when the project is completed, whichever is sooner. New applications for funds cannot be considered until we have received the final report on previous grants.

The Fund for Greater Hartford

Final REPORT FORM

INSTRUCTIONS

- Please type and single-space all reports.
- Please answer all of the questions in the order listed.
 - Please use headings as provided.
 - Please submit only one copy.

Date: _____

SECTION A

Name of organization: _____

Name of executive director: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Contact person: _____ Title: _____

SECTION B

Project/program name (if applicable): _____

Purpose of grant: _____

-

Grant period: ___/___ to ___/___ Period covered by this report: ___/___ to ___/___

Grant amount: _____

General operating Project support Challenge grant Capital

Signature of executive director: _____ Date: _____

Typed or printed name and title: _____

NARRATIVE

(no more than four pages total; some questions might not apply to your grant)

SECTION C (1) Complete this section if you are reporting on a general operating grant.

1. Describe organizational and/or programmatic achievements and setbacks; significant board and/or staff changes.
2. Explain how you measured the effectiveness of your activities against your goals and objectives; what you learned.

SECTION C (2) Complete this section if you are reporting on a project, challenge or capital grant.

1. Results

- a. List the original goals and objectives of the grant, and tell how they were met during this reporting period. Please include specific outcomes included in your grant application.
- b. Describe current status on meeting any special terms of this grant (for example, challenges, contingencies, etc.)
- c. Variance from original project plans often occurs. In what ways did the actual project vary from your initial plans? Describe how and why.
- d. What difference did the grant make to your organization, in your community and for the population you are serving?
- e. Describe any unanticipated benefits or challenges encountered with this project.
- f. Describe how collaborative or cooperative efforts with individuals and organizations affected outcomes. This could include planning, implementing, funding and/or evaluating this project/grant.

2. Lessons Learned

- a. What are the most important outcomes and “lessons learned” from this project?
- b. How will you use what you learned to inform future work?
- c. Are there recommendations you can make to funders or others working in this field? If so, please describe.
- d. If you were to undertake this project again, would you do anything differently? If yes, please explain.

3. Future Plans

- a. What is your plan for this project in the future? Briefly describe rationale for ongoing funding, expansion, replication or termination.

4. Public Relations

- a. If possible, provide a “human interest story” that illustrates a success of the project.
- b. If applicable, attach selected material relating to the funded project: press or news items, brochures, letters of support, photographs, etc.

SECTION D--FINANCIALS

1. Using the original budget included with your proposal, provide detailed expenses and income for the project for this period. Provide narrative on any variances from the original project budget.
2. Include a detailed, complete accounting of how the specific grant dollars from The Hartford Courant Foundation were spent.
3. Who else has funded this project, and at what level?
4. If you are reporting on a general operating grant, submit actual end-of-year income and expenses for the organization for the year in which grant was used.

SECTION E—OUTCOMES

Please complete the attached Outcome Report, making sure it relates to the original grant application.

Outcome Report (For submission at the end of the program year.)

Actual Program Activities	Shorter-Term Outcomes	Longer-Term Outcomes
<p>Based on the Outcome Logic Model submitted with the grant request, what has the staff or program actually provided. Please indicate the number or frequency where applicable.</p>	<p><i>The change in knowledge, skills, behavior, condition, or attitude, etc. that the client achieved in the “short-run” as a result of the program activity.</i></p> <hr/> <p>Indicator(s) <i>How did you track the program’s success in achieving the desired outcome? What are the results?</i></p>	<p><i>Longer-range changes among clients or a larger target population expected as a result of the program. (This section normally would not change over the course of a one-year grant)</i></p> <hr/> <p>Indicator(s)</p>