Guidelines for Grantees: Final Grant Reports

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| --- | --- | --- | --- |
| Grant number: |  | Organization: |  |
| Grant Amount: |  | Fiscal Sponsor (if any): |  |
| Purpose of the Grant: |  |
| Grant Start Date: |  | Grant End Date: |  |
| Date Submitted:  |  |  |  |
| Name of person completing this report |  | Title  |  |
| Email: |  | Phone: |  |
| Grantmaking strategy | [ ]  Building Strong Communities  | [ ]  Economic Security  |  [ ]  Education  |
|  | [ ]  Immigration | [ ]  Regional Planning  |  |
|  | [ ]  other (please specify): |  |
|  |  |  |  |

overview

Silicon Valley Community Foundation wants to learn about your progress and lessons learned. Please be as candid, reflective and succinct as possible. We are equally interested in hearing about your successes and challenges, and how you have addressed them.

Please refer to your grant agreement to for your interim/final report due date(s). If grant funds are fully expended earlier than the stipulated grant period, we ask that you complete your grant report(s) no more than **30** **days** after the funds have been expended.

Further payments, if applicable, are contingent upon receipt and approval of this report as are considerations of future grant requests. If you need assistance contact us by email at grants@siliconvalleycf.org or by phone at 650-450-5540.

submitting your report

**Submit your report by email in PDF format to** **grants@siliconvalleycf.org**with a subject line that indicates this report is a final report and lists the grantmaking sub-strategy from which the funds were received (ex. – Final Report: Bridging the Cultural Gap).

**Guidelines:** Please report on the projected outcomes listed in the grant agreement and in your proposal.

Final Report Narrative

*(Maximum of three pages using 12-point font)*

1. Please review the purpose of your grant as stated in the grant agreement and tell us the extent to which that purpose was met.
2. Review the grant outcomes and activities you planned to conduct as stated in the proposal that was submitted and in the grant agreement. Please tell us your actual outcomes and activities and explain any changes or additional accomplishments.
3. Please describe the program’s strengths and challenges encountered. Were your expectations for the program on target? What is new or different in the context that you were operating?
4. We look for ways to share the impact of organizations with our board, our donors and the media, so please share a story that emerged from your work that was supported by this grant. Please be specific about the story, e.g., how did you use technology or what professional development services did the program entail and how did that make a difference to your clients’ outcomes?
5. What additional information do you think the public should know about your work in this particular area? What changes does your organization see in the community as a result of your work?
6. Beyond what was discussed above, how was the grant significant to your project work? Were there any important lessons learned?
7. Were there any significant “field-building” outcomes or lessons learned that you think could inform the community foundation’s work in this area? If you were to advise another nonprofit in this field to do the same proposed work, what advice would you give?
8. How have you leveraged this grant to sustain, scale, replicate or build partnerships to enhance your impact?
9. Please share any feedback you have about our grant process (the Request for Proposal process, the reporting forms, deadlines, accessibility of staff for questions, or any other part of the process).

Required Attachments

1. A detailed income and expense statement for your program that identifies primary sources of revenue and a copy of the original program budget you submitted to the community foundation with your proposal. If your actual expenses were different from those anticipated, please explain. The income and expense statement should be consistent with the original budget format.
2. Copies of any publicity or press coverage about the project and any supplementary material you think might interest the community foundation.