

The Community Foundation of South Lake County, Inc.
Final Report Template

Date: _____ **Award #** _____

To: **Community Foundation of South Lake County, Inc.**
2150 Oakley Seaver Drive
Clermont, FL 34711

From: _____
(Organization Name)

Subject: FINAL REPORT FOR _____
(Date)

Contact Person: _____ **Phone:** _____

I. Narrative: Please answer each question in as much detail as possible:

1. Please describe the project's highlights.
2. Please recap the specific project objectives as they were described in your application and explain whether you were able to accomplish them.
3. Did you achieve your project goal(s)?
4. Please elaborate on any unanticipated benefits or difficulties that you encountered while administering this project.
5. What measurable impacts(s) has the project made for both your organization and those served by the project?
6. What would you do differently if you had to administer this project again? What advice would you give to another organization that seeks to administer a similar project?

II. Accounting Information:

1. Please provide an itemized accounting of Foundation funded project expenditures to date (see **Supporting Documentation** below).

Supporting Documentation: Please enclose copies of supporting fiscal documentation (i.e. accounting forms, budget, audits, invoices, receipts etc.).

III. Publicity:

1. Please summarize all the required publicity efforts undertaken to recognize the Community Foundation as a donor and partner in this project. Be sure to attach any press releases, articles, pictures or other materials.
2. Please include any additional project-related flyers, programs, brochures or other project updates. We would love to learn about your success stories (where applicable).

IV. Follow-up:

1. We hope that your grant experience with us has been both pleasant and beneficial. We are also always looking for ways to improve upon the process. To this end we respectfully request that you please take some time to provide feedback in the following areas:
 - a) Application Process
 - b) Staff and Foundation resources
 - c) Guidelines and Expectations
 - d) Reporting to the Foundation

Additional Comments: