

Final Report Template – Common Grants

Type of Grant:

- ☐ Programmatic
- ☐ Operating
- ☐ Capital

Goals

#

GRANT GOALS

For each grant goal identified, please complete the sections below. Responses should reflect the baseline from the beginning of the grant period, the final outcome, and any additional measurable outcomes associated with the goal.

Goal 1: [pull from grant terms]

1. Goal 1 Baseline

Baseline at Start of Grant: Describe the starting point related to this goal from the beginning of the grant period, if applicable.

2. Goal 1 Outcome

Goal Achievement Status and Final Outcome: Please indicate the extent to which this goal was achieved.

- ☐ Fully achieved
- ☐ Partially achieved
- ☐ Not achieved

3. Goal 1 Outcome Description

Please provide an explanation of the goal achievement status and where this goal stood at the completion of the grant period:

4. Goal 1 Data

Supporting Metrics or Data: Please provide any quantitative or qualitative data that demonstrates the final outcome or end status of this goal? (i.e., Attendance numbers, Survey results, Outcome metrics, Testimonials, Evaluation findings, etc.).

Goal 2: [pull from grant terms]

1. Goal 2 Baseline

Baseline at Start of Grant: Describe the starting point related to this goal from the beginning of the grant period, if applicable.

2. Goal 2 Outcome

Goal Achievement Status and Final Outcome: Please indicate the extent to which this goal was achieved.

- ☐ Fully achieved
- ☐ Partially achieved
- ☐ Not achieved

3. Goal 2 Outcome Description

Please provide an explanation of the goal achievement status and where this goal stood at the completion of the grant period:

4. Goal 2 Data

Supporting Metrics or Data: Please provide any quantitative or qualitative data that demonstrates the final outcome or end status of this goal? (i.e., Attendance numbers, Survey results, Outcome metrics, Testimonials, Evaluation findings, etc.).

Goal 3: [pull from grant terms]

1. Goal 3 Baseline

Baseline at Start of Grant: Describe the starting point related to this goal from the beginning of the grant period, if applicable.

2. Goal 3 Outcome

Goal Achievement Status and Final Outcome: Please indicate the extent to which this goal was achieved.

- ☐ Fully achieved
- ☐ Partially achieved
- ☐ Not achieved

3. Goal 3 Outcome Description

Please provide an explanation of the goal achievement status and where this goal stood at the completion of the grant period:

4. Goal 3 Data

Supporting Metrics or Data: Please provide any quantitative or qualitative data that demonstrates the final outcome or end status of this goal? (i.e., Attendance numbers, Survey results, Outcome metrics, Testimonials, Evaluation findings, etc.).

Goal 4: [pull from grant terms]

1. Goal 4 Baseline

Baseline at Start of Grant: Describe the starting point related to this goal from the beginning of the grant period, if applicable.

2. Goal 4 Outcome

Goal Achievement Status and Final Outcome: Please indicate the extent to which this goal was achieved.

- ☐ Fully achieved
- ☐ Partially achieved
- ☐ Not achieved

3. Goal 4 Outcome Description

Please provide an explanation of the goal achievement status and where this goal stood at the completion of the grant period:

4. Goal 4 Data

Supporting Metrics or Data: Please provide any quantitative or qualitative data that demonstrates the final outcome or end status of this goal? (i.e., Attendance numbers, Survey results, Outcome metrics, Testimonials, Evaluation findings, etc.).

Goal 5: [pull from grant terms]

1. Goal 5 Baseline

Baseline at Start of Grant: Describe the starting point related to this goal from the beginning of the grant period, if applicable.

2. Goal 5 Outcome

Goal Achievement Status and Final Outcome: Please indicate the extent to which this goal was achieved.

- ☐ Fully achieved
- ☐ Partially achieved
- ☐ Not achieved

3. Goal 5 Outcome Description

Please provide an explanation of the goal achievement status and where this goal stood at the completion of the grant period:

4. Goal 5 Data

Supporting Metrics or Data: Please provide any quantitative or qualitative data that demonstrates the final outcome or end status of this goal? (i.e., Attendance numbers, Survey results, Outcome metrics, Testimonials, Evaluation findings, etc.).

Goal 6: [pull from grant terms]

1. Goal 6 Baseline

Baseline at Start of Grant: Describe the starting point related to this goal from the beginning of the grant period, if applicable.

2. Goal 6 Outcome

Goal Achievement Status and Final Outcome: Please indicate the extent to which this goal was achieved.

- ☐ Fully achieved
- ☐ Partially achieved
- ☐ Not achieved

3. Goal 6 Outcome Description

Please provide an explanation of the goal achievement status and where this goal stood at the completion of the grant period:

4. Goal 6 Data

Supporting Metrics or Data: Please provide any quantitative or qualitative data that demonstrates the final outcome or end status of this goal? (i.e., Attendance numbers, Survey results, Outcome metrics, Testimonials, Evaluation findings, etc.).

Goal 7: [pull from grant terms]

1. Goal 7 Baseline

Baseline at Start of Grant: Describe the starting point related to this goal from the beginning of the grant period, if applicable.

2. Goal 7 Outcome

Goal Achievement Status and Final Outcome: Please indicate the extent to which this goal was achieved.

- ☐ Fully achieved
- ☐ Partially achieved
- ☐ Not achieved

3. Goal 7 Outcome Description

Please provide an explanation of the goal achievement status and where this goal stood at the completion of the grant period:

4. Goal 7 Data

Supporting Metrics or Data: Please provide any quantitative or qualitative data that demonstrates the final outcome or end status of this goal? (i.e., Attendance numbers, Survey results, Outcome metrics, Testimonials, Evaluation findings, etc.).

Goal 8: [pull from grant terms]

1. Goal 8 Baseline

Baseline at Start of Grant: Describe the starting point related to this goal from the beginning of the grant period, if applicable.

2. Goal 8 Outcome

Goal Achievement Status and Final Outcome: Please indicate the extent to which this goal was achieved.

- ☐ Fully achieved
- ☐ Partially achieved
- ☐ Not achieved

3. Goal 8 Outcome Description

Please provide an explanation of the goal achievement status and where this goal stood at the completion of the grant period:

4. Goal 8 Data

Supporting Metrics or Data: Please provide any quantitative or qualitative data that demonstrates the final outcome or end status of this goal? (i.e., Attendance numbers, Survey results, Outcome metrics, Testimonials, Evaluation findings, etc.).

Goal 9: [pull from grant terms]

1. Goal 9 Baseline

Baseline at Start of Grant: Describe the starting point related to this goal from the beginning of the grant period, if applicable.

2. Goal 9 Outcome

Goal Achievement Status and Final Outcome: Please indicate the extent to which this goal was achieved.

- ☐ Fully achieved
- ☐ Partially achieved
- ☐ Not achieved

3. Goal 9 Outcome Description

Please provide an explanation of the goal achievement status and where this goal stood at the completion of the grant period:

4. Goal 9 Data

Supporting Metrics or Data: Please provide any quantitative or qualitative data that demonstrates the final outcome or end status of this goal? (i.e., Attendance numbers, Survey results, Outcome metrics, Testimonials, Evaluation findings, etc.).

Goal 10: [pull from grant terms]

1. Goal 10 Baseline

Baseline at Start of Grant: Describe the starting point related to this goal from the beginning of the grant period, if applicable.

2. Goal 10 Outcome

Goal Achievement Status and Final Outcome: Please indicate the extent to which this goal was achieved.

- ☐ Fully achieved
- ☐ Partially achieved
- ☐ Not achieved

3. Goal 10 Outcome Description

Please provide an explanation of the goal achievement status and where this goal stood at the completion of the grant period:

4. Goal 10 Data

Supporting Metrics or Data: Please provide any quantitative or qualitative data that demonstrates the final outcome or end status of this goal? (i.e., Attendance numbers, Survey results, Outcome metrics, Testimonials, Evaluation findings, etc.).

OPERATING NARRATIVE (if applicable)

1. Operating Narrative

How did the grant strengthen organizational capacity (staffing, systems, wrap around services, governance, training, fundraising, marketing & communications, etc.)?

CAPITAL NARRATIVE (if applicable)

1. Capital Narrative

During the grant period, were there any changes to the project/capital scope, design, cost, or implementation plans? If so, please describe those changes and their impact on the completed project.

IMPACT & CHALLENGES

1. Progress Narrative

Please describe the process of implementing activities related to this grant, including what worked well and key accomplishments achieved.

2. Challenges Encountered

Describe any obstacles, delays, or barriers that impacted progress toward this grant.

3. Lessons Learned

Describe any changes made during implementation and key lessons learned that may inform future work, including unintended learnings.

4. Community Impact

Describe the overall impact this grant had on the target population, organization, or broader community.

BUDGET & FINANCIALS

Please identify how grant funds were spent during the grant period in the budget table below.

1. Personnel: Actual Total

2. Operating: Actual Total
3. Program Expenses: Actual Total
4. Professional Services: Actual Total
5. Capital: Actual Total
6. Professional Development: Actual Total

7. Actuals Spent Narrative

Please describe how grant funds were utilized during the grant period and how expenditures aligned with the approved project budget and activities.

OPTIONAL FEEDBACK

1. Feedback

Please share any lessons learned that could help the Endowment understand how to support future projects related to the project focus?

Optional Docs

Optional. The box below is available for you to upload any additional documents you would like to include to support your report. Nothing is required to be uploaded in this box.

INTERNAL DOCUMENTS