

Report due:

Project:

**FAYE MCBEATH FOUNDATION
FINAL REPORT OUTLINE**

This format is provided to grantees for a final report on a foundation grant.
The completed material should be mailed to the foundation.

ORGANIZATION:
(address, telephone number, & e-mail)

DATE OF REPORT:

CONTACT PERSON:

GRANT AMOUNT:

DATE GRANT APPROVED:

TOTAL PROJECT BUDGET:

GRANT PERIOD:

GRANT PURPOSE AND OBJECTIVES (as stated in the proposal):

Please address the following topics:

1. DESCRIBE TO WHAT EXTENT THE PROJECT ACHIEVED OR DID NOT ACHIEVE EACH OF THE OBJECTIVES.
2. DESCRIBE ANY PROBLEMS ENCOUNTERED, UNEXPECTED BENEFITS OR LESSONS LEARNED DURING THE TERM OF THE GRANT.
3. WHAT CHANGES WOULD BE MADE IF YOU WERE TO DO THE PROJECT AGAIN?
4. WHAT ARE THE PLANS, IF ANY, FOR THE PROJECT'S CONTINUATION?
5. DESCRIBE ANY FUTURE CHALLENGES OR OPPORTUNITIES FACING YOUR ORGANIZATION OR CLIENTELE?

The report must be signed by an officer of the organization's governing body.

Please include a complete financial accounting, using the attached form. One sample of a flyer, brochure or other printed document describing, promoting or advertising the project should also be attached.