



## BAY AREA COMMUNITY FOUNDATION FINAL GRANT REPORT FORM

**Note:** All grantees must submit a final grant report within six months of completing the project/program.

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Name of Organization	_____
Grant Contact Name	_____
Email	_____ Phone _____
Address	_____
Title of Project/Program	_____
Dates covered by this report	From _____ To _____ Grant Amount \$ _____
Purpose of Grant (one sentence)	_____

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**On separate sheets of paper, answer the following questions clearly and concisely:**

### **NARRATIVE (2-3 pages preferred)**

- Give a brief description of the project, including its goals and objectives.
- To what extent have you reached the goals and objectives set for the project during the grant period? Explain results in outcome-based terms.
- What difference did this project make? How did you measure the project's impact on participants and/or the broader community?
- Describe any unanticipated benefits or challenges encountered with this project.
- What are the most important "lessons learned" from this project?
- Please offer suggestions about how the Bay Area Community Foundation might improve its granting process (application, review, contract, reporting requirements, etc.).

### **FINANCIALS**

- Provide detailed expenses and income related to the grant.
- Explain any variances from the original projected budget.
- Include a detailed, complete accounting of how the specific Bay Area Community Foundation grant dollars were spent.

### **ATTACHMENTS**

- Attach publications, news articles, photographs, or other materials related to the funded project.  
**Note:** You may also email photographs in JPG format to [lkrause@bayfoundation.org](mailto:lkrause@bayfoundation.org). Receiving photographs in this format allows us to use them for our publications.

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**Mail the final grant report to:**

Bay Area Community Foundation • 1000 Adams St, Suite 200 • Bay City, MI 48708