

Final Report

Following is a Final Report Form regarding the grant your organization received from The Hubbell-Waterman Foundation.

The Final Report is in two parts:

- Five questions to be answered in narrative or outline form (2-3 pages total)
- Final Budget and Expenditure Report (this form may be typed or re-created by your own word processing or spreadsheet system)

Please complete the Final Report and email it to our web site, or if on paper return it to the Foundation, Attention: C. D Waterman III, within 30 days of the end of the grant period. Remember that all unexpended grant funds must be returned to the Foundation with this report. Requests for extensions to complete project activities using unexpended grant funds must be submitted in writing and discussed with Foundation before the end of the grant period. Also, organizations with late reports will not be considered for future funding until all overdue reports are received.

We are pleased to have provided support for your project and look forward to learning with you. Best wishes for success with it and in all of your work.

Final Report Form

1. List your program/project's goals and objectives as outlined in your original proposal. Describe:
 - Progress made on each goal and objective – if goals were not met, please explain
 - If any goals or objectives were changed, added or deleted and the rationale for these changes
 - Any difficulties encountered in pursuing your goals and objectives
2. Describe the target population your original proposal stated you would reach. Describe the actual population served – if different than anticipated, please explain.
3. What are the main lessons learned from this program/project? (For example, what did you learn about your organization? The population served? The problem or issue you addressed?) If you plan to continue this program/project in the future, based on what you learned, how would you improve or change it?
4. Complete the attached certified budget and expenditure report. If there were significant changes in the program/project budget (10% greater or less than original line items, new line items or deleted line items), please explain these changes.
5. Aside from additional funding, how can the Foundation be helpful to you? What would you like the Foundation to know about the program/project that might guide us in developing our future grant-making priorities?

Note to Grantees: For helpful information on the art of evaluation, visit www.innonet.org. The site contains a useful glossary if you need clarification of terms used below.

