

## **BROOMFIELD COMMUNITY FOUNDATION GRANTEE FINAL / PROGRESS REPORT GUIDELINES**

The Foundation wants to ensure that grants have been purposeful and that grantees have best used available resources. Your answers will enable the Foundation to better understand the effectiveness of this grant and may affect your eligibility for future funding.

Please answer all questions. If one or more do not apply to your project, simply mark as "N/A". Please attach these final report pages to the final report cover sheet. Also, please include copies of any acknowledgements (programs, ads, newsletters, etc.) which recognize the Broomfield Community Foundation.

### **I. NARRATIVE (maximum of 2-4 pages)**

#### **A. Program Description**

1. What were your goals and objectives as stated in your original grant application?
2. Describe how the project addressed a need or problem; or increased the organization's capacity to deliver services or develop assets.

#### **B. Results**

1. Describe how the goals and objectives, as stated in the original grant application, were achieved.
2. What difference did this grant make in your community or neighborhood—and for the population you are serving? Describe how you measured the success of the program (e.g. numbers served, outcomes, community indicators, etc.).
3. Describe how the project involved collaborative efforts with diverse individuals and organizations and how these relationships affected the outcome of the project.
4. Did the project require any changes in staffing/volunteers? What lessons, if any, did you learn from these changes?

#### **C. Lessons Learned**

1. If you were beginning this project again, are there major decisions you would make differently?

#### **D. Future Plans**

1. What is your plan for continuing, improving, expanding or terminating the program? If the program will continue, include a future funding plan.
2. Are there any components of the program that could be improved through increased collaboration with other groups or organizations? Are there any areas where duplication of effort by other organizations can be reduced?
3. Are there areas where volunteers could strengthen your program?
4. How will you use the lessons learned from this evaluation to expand your organization's capacity to build upon its past experiences?

### **II. Financials**

#### **A. Budget**

1. Provide a budget variance report that includes a) the original budget (by line item), b) a budget showing the actual expenses incurred and c) a budget narrative explaining variances of 10 percent or more. Indicate where grant funds were used.
2. Were there any major changes in the use of grant funds from what was originally proposed? If so, please explain.

***The final reports should be signed by the Executive Director and dated. (Use extra sheets for complete responses.)***

**FINAL REPORTS ARE DUE TO THE FOUNDATION OFFICE 1 MONTH AFTER THE GRANTED EVENT, OR AT THE END OF THE YEAR, WHICHEVER COMES FIRST.**

**IF A FINAL REPORT IS NOT YET DUE BEFORE A NEW GRANTING CYCLE, A PROGRESS REPORT MUST BE SUBMITTED BEFORE APPLYING FOR ANOTHER GRANT.**