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FINAL Report Reference Form

**Instructions**

**All reports are completed and submitted through our grants management database. This form can be used as reference of the questions on the portal, but please do not use this form to submit the final report.**

Final reports are for grants that have ended, and all grant funds have been spent.

If you are reporting instead on your interim progress on a multi-year grant(for example, reporting on work in the first year of a two year grant), please seethe[**Interim Report reference form**](http://www.publicwelfare.org/grants-process/grantee-forms-and-templates/)**.**

If you are reporting on a current grant because you have been invited to apply for renewal funding and you have not spent all grant funds yet, please instead see the[**Progress Report reference form.**](http://www.publicwelfare.org/grants-process/grantee-forms-and-templates/) **Please note that starting FY24, Progress Reports will now be imbedded in the renewal proposal.**

* **If you have already submitted a Progress Report on this grant when you applied for renewal funding, and you were *awarded* a renewal grant, you do not need to submit a narrative report again. You are only required to submit a final financial report.**
* **D**ue date: Final reports are 2 months after your grant ends.
* For questions about reporting requirements, or if you cannot meet the deadline, please contact Grants Manager, Anne-Myriam Adrien at [amadrien@publicwelfare.org](mailto:amadrien@publicwelfare.org).

|  |  |
| --- | --- |
| **Grant Period:** |  |

|  |  |
| --- | --- |
| **Time Period Covered by Report:** |  |

|  |  |
| --- | --- |
| **Total grant received from the Public Welfare Foundation:** |  |

|  |  |
| --- | --- |
| **Total amount of UNEXPENDED funds as of the date of your report:**  **(only for Program/Project Support Grants)** |  |

**Narrative instructions:**

* **For multi-year grants, you must report on the work of the entire grant period.**
* In no more than five pages, please answer the following questions. Please refer to the proposal you submitted to the Foundation in writing this report.

**1. What activities did you conduct during the grant period, including those not anticipated in your original proposal? What activities did you decide not to undertake?**

**2. What did you achieve during the grant period?**

**4. Provide reflection on challenges faced and/or strategic lessons learned and, if applicable, your plans to adjust strategy moving forward.**

Optional:

**5. Are there any partnerships you want to highlight?**

**6. Have there been any significant changes (positive or negative) in your organizational capacity during the grant period? What staff changes have occurred?**

**Financial Information:**

Provide the following information about receipt and expenditure of your PWF grant for the time period covered by this report:

* **For general support grants**, provide a financial statement listing your organization’s actual income and expenditures for the time period covered by this report.
* **For project support grants,** please provide the project’s actual income and a line-by-line reconciliation of the actual project expenditures with the approved project budget that was submitted with the proposal and note any modifications that were made. (Please see the sample financial reporting template available [on our website](http://www.publicwelfare.org/grants-process/grantee-forms-and-templates/)).