



SCF Grantee Final Report

Report Date:

This Final Grantee Report is due upon program/project completion (i.e. when grant monies have been spent), or no later than one year from the date of the grant award letter, whichever occurs first. Please call or write if you have questions about the reporting requirements.

SCF Fund Name:

Grant Program Name:

Grantee Organization Name:

Organization Contact Name:

Contact Email Address:

Contact Phone No.:

Name of Project Funded:

Grant Amount:

Award Date:

Please type your **brief** responses to these four questions in the spaces provided.

1. Did the funding you received help meet your expected goals? Describe the internal (e.g. staffing, materials, schedule changes, etc.) and external (e.g. politics, economy, community support, etc.) challenges your organization encountered.

2. How accurate was your proposed budget for this program or project? What were the biggest discrepancies between budgeted amounts and actual amounts? Were the grant monies spent as originally planned? If not, why not?

3. How did you evaluate the success of your project or program? What indicators did you track, or are you currently tracking to measure outcomes and goal achievement?

4. Describe the relationship or bond made between the participants and your project or program and benefits realized. What has or will change because of funding received? Share a brief success story or anecdote about this connection.

Return this completed report form to SCF and include these required items:

- ✓ A Budget vs. Actuals Narrative Report. Include receipts and documentation to support actual amount spent for the expense items listed in your original funding request. Use a simple table to show amounts budgeted and spent.
- ✓ Provide at least two digital photos (high -resolution) of program participants, purchased materials, or provide copies of the project deliverables.
- ✓ An SCF Media Authorization & Release Form for **each** participant captured in the digital photos. This form may be downloaded from the SCF Fund page or requested by email.

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