

Final Report Outline

It is acceptable to answer in point form

Section A: Charitable Organization Details			
Registered Charity Name			
Street/Mailing Address			
City/Prov, Postal Code			
Phone #		Email	
Website			
Charitable Registration #			
Period this report covers	From:		To:
Contact name for report			

Section B: Project Summary	
Name of project	
Project Description	
Total value of project	
Amount of grant	
Project partners	

Section C: Knowledge Transfer
Please share a testimonial or story that illustrates what you consider the most significant change that resulted from your project.

Section D: Recognition and Reporting
1. How will the Columbia Valley Community Foundation & donors be recognized for the grant?
2. If applicable and where relevant, please include attachments or additional information related to your project: <ul style="list-style-type: none"> • Resources and publications • Media clippings • Photographs • Additional program evaluation and/or research if available

Section E: Project Financial Statements

1. Project Funding			
Funder	Cash	In-Kind	Total
Community Valley Community Foundation			

2. Project Expenses			
Project Expenditures Proposed	Project Expenditures Final	Variance	Reason

2. Project Financial Summary (FINAL)	
Total Revenue	
Total Expenses	
Excess (or deficit) for project	
Explain excess or deficit management here	

We certify that this final report has been reviewed and approved on behalf of the organization listed above.

_____	_____
Print name and title	Print name and title
_____	_____
Signature	Signature
_____	_____
Date	Date