

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 Date:		To Date:
Contact Name for Report:			

Section B: Project Summary	
Name of Project:	
Project Description:	
Total Value/Budget of Project:	
Amount of CVCF Grant:	
Project Partners:	
In comparison to your initial grant application, were there any material changes in the project? If yes, please describe.	

Section C: Community Impact
Please share the community impact that resulted from your project. <i>le: testimonial/story, measurable results, scope of impact... etc</i>

Section D: Recognition and Reporting
How will the Columbia Valley Community Foundation & donors be recognized for the grant? Please include attachments or additional information (where applicable/relevant) related to your project. <i>Examples: photo, resources/publications, media clippings, additional program evaluation and/or research.</i>

Community Grant Final Report

Please submit 30 days after project completion

Section E: Project Financial Statements

1. Project Funding

Funder	Cash	In-Kind	Total
Columbia Valley Community Foundation			

2. Project Expenses

Project Expenditure Description	Expenses Proposed	Expenses Final	Variance	Reason

3. Project Financial Summary (FINAL)

Total Revenue:	
Total Expenses:	
Excess/Deficit for Project:	
Excess/Deficit Management Explanation:	

Additional Notes/Information

Please provide any additional notes/information you find relevant.

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