



RUTH, IVAL & SYLVIA STARK  
KEITHA STARK GOUGH & LEATA STARK CLEAVE

# The Stark Family Fund



Community Foundation  
for Kingston & Area

## Grantee Final Report Outline

The Community Foundation for Kingston & Area looks forward to receiving a final report on this project. **Please use the following questions to self-evaluate your project in light of the funding received from the Foundation.** You are welcome to expand on these questions, and you are welcome to attach any brochures, newspaper articles, or additional information that you wish to share. Please also include any samples of documents where the Foundation was indicated as a supporter.

The purpose of the Final Report is twofold:

- To ensure **accountability** of entrusted resources, and
- To **learn** from our experiences (both successes and failures)

Final reports are **due within 30 days** of the completion of the project, for a maximum of 1 year and one month after your grant was received.

Should you have any questions concerning this report outline, please call us at 613.546.9696 or email us at [grants@cfka.org](mailto:grants@cfka.org).

**Organization:**

**Project:**

**Name of person filling out this report:**

**E-mail:**

**Phone number:**

### FINAL REPORT QUESTIONS

1. What did you *want* to accomplish? What *did* you accomplish? How did your expected outcomes change as the project evolved? Were there any unexpected or unintended results?
2. How do you know what you accomplished? What indicators did you use?
3. How many and who were impacted? Was it the target population that you intended to impact?
4. What have you learned about what works and what doesn't work?
5. What were the expenditures and revenues of the project? How did it compare to your initial budget?  
(Please attach a budget of the actual project revenues and expenses).

6. If the program has not been completed, what is the anticipated completion date and what source of funding will you be using?
7. What were the major effects of this project on your organization? What were the major effects of this project on the community?
8. Did you collaborate with any other organizations? Were any new partnerships created? How are you using and sharing your project outcomes?
9. Do you have any comments regarding your relationship with The Community Foundation for Kingston & Area?
10. Do you have any final comments?

Please attach:

- Actual Project Budget
- Brochures, press releases, and photographs with captions, where applicable. Note that photos must include signed release forms.

We do not require copies of receipts.