



Community Grants Program Final Report

For internal use only:

Date: _____

Instructions

Final Reports are due within 30 days of project completion, up to a maximum of 13 months after the grant was received. All questions on this report must be answered. Please use N/A (not applicable) if needed. Please contact the Grants Coordinator at grants@cfka.org or 613.546.9696 if you have any questions.

About Your Grant

Organization:

Project:

Grant Number:

Date grant received:

Date project completed:

Date final report submitted:

Was an extension granted for your project? Yes No

Contact name:

Contact email:

Metrics

1. Using the evaluation plan from your application form, please report on the information below.

Write N/A if a line doesn't apply. Feel free to insert extra lines as needed.

Metric/information	Projected (as per grant application)	Actual	Reason for difference
# Staff involved			
# Volunteers involved			
# Participants			
# General audience			
Total # people impacted			
Total # under 18 impacted			
Total # resources/materials produced			
Total project budget			
Total CFKA funds spent			
Project duration			
Other			
Other (add additional rows as necessary)			

Project Questions

2. Will this project continue in the future? Yes No

If you answered yes, how will the project continue? If you answered no, why will it not continue?

3. If you were to repeat this project, what would you change logistically and why? (eg. Work plan, budget, timeline, staffing, venue, etc.)

4. Please summarize the impact of your project in **150-200 words (only)** for sharing with others through our publications and other avenues. How has it improved the quality of life in our community or how has it strengthened the ability of your organization to serve the community? **Please include pictures, ensuring that you have permission to use them.** You are also welcome to include anecdotes, quotes, letters, feedback and other information.

5. Is there something you could have done differently to create a bigger impact?

6. In what ways did you recognize the Foundation's contribution to your project?

Submission Instructions

With this final report, please also submit:

- **Your actual budget for this project. This must include a comparison to your original projected budget with explanations of any discrepancies. Use the template below as a guideline or add a column to your original budget;**
- Any photos that we have permission to use (with captions/explanations as appropriate);
- Publications of your organization (posters, pamphlets etc.) that featured this grant, with the appropriate acknowledgement of CFKA funding;
- Copies or scans of newspaper articles about this project; and
- Any other anecdotes, testimonials, letters, etc. that you would like to share.

Please note that we **no longer require** scans of **receipts** for project expenses. Each grantee organization is required to keep records about their grant expenses according to Canada Revenue Agency regulations.

We prefer to receive final reports by email to grants@cfka.org. If you do not receive an acknowledgment of receipt of your final report within a week of sending it, please contact us (grants@cfka.org) to confirm receipt. You may also submit your final report in hard copy at our office (275 Ontario Street, Suite # 100, Kingston ON, K7L 2Y6) if necessary.

Please name the electronic file name of your report in this format: Grant Round-Project Name- Final Report. (E.g. Spring 2015- *Music for Tots*- Final Report)

Thank you for answering these questions. The information you have shared will benefit the Community Grants Program by helping us to understand and communicate the impact of your grant, and capture lessons learned for how our grants can be most effective.

Final Budget Template

Use this template as a guideline for your final budget. Add lines as needed or use your own sheet. You may also submit your original budget, with a column added showing the actual expenses and revenue.

Expense Item	Budgeted in application	Actual cost	Reasons for any differences
TOTAL EXPENSES			
Source of Revenue	Budgeted in application	Actual received	Reasons for any differences
CFKA grant			
TOTAL REVENUE			
BALANCE (revenue minus expenses)			