

**Final Report Guidelines**

**2016 Project Grants**

Name of Organization:

Grant Title: Grant Amount:

Name of Person Reporting:

1. **NARRATIVE** —  **1 to 2 PAGES PREFERRED**

* Narrative account of what project/program and goals.
* Statement of how goals were met:
* Comments on what was successful in the program and what should be   
   reexamined for another year:
* Description of plans for the program next year, if applicable:
* Any significant changes in the program during the year:
* Any significant changes in the organization during the year (Staff/board):

1. **ATTACHMENTS** (optional)

* The most recent annual report, if not already provided.
* Most recent publications, news articles or other relevant materials about your organization or the funded project. Please be selective.

**WE APPRECIATE CLARITY AND BREVITY IN YOUR RESPONSES. THANK YOU.**