**Final Report Form**

Grantees that receive funding from the James A. Welch Foundation are required to submit a Final Report Form within 8 weeks of completion of the funding project or program. Failure to follow these guidelines may jeopardize future funding opportunities. Grantee also agrees to return any JAWF funds not used. **Please complete both Section A. Financial Report and Section B. Narrative Report.**

**Due Date:**

**Organization:**

**Address:**

**Project/Program Name:**

**Approved Grant Amount:**

1. **Financial Report**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Expense - Final Report** | | **Description (align with proposal request)** | | **Budgeted Amount** | | **Amount Spent** | |
| Salaries & Benefits (FTEs) | |  | |  | |  | |
| Consultant and Professional Fees | |  | |  | |  | |
| Travel | |  | |  | |  | |
| Supplies | |  | |  | |  | |
| Printing & Copying | |  | |  | |  | |
| Telephone & Fax | |  | |  | |  | |
| Postage & Delivery | |  | |  | |  | |
| Evaluation | |  | |  | |  | |
| Other (specify) | |  | |  | |  | |
|  | |  | |  | |  | |
| **Total Expense** | |  | |  | |  | |
| **Revenue - Final Report** | **Source** | | **Budget**  **Amount** | | **Amount Received** | | **Project Total** | |
| Grants/Contracts/Contributions |  | |  | |  | |  | |
| Government |  | |  | |  | |  | |
| Foundation |  | |  | |  | |  | |
| Corporation |  | |  | |  | |  | |
| Individuals |  | |  | |  | |  | |
| Other (specify) |  | |  | |  | |  | |
| Earned Income |  | |  | |  | |  | |
| Events |  | |  | |  | |  | |
| Publications & Products |  | |  | |  | |  | |
| Other Income (membership, dues, etc.) |  | |  | |  | |  | |
| In-Kind Support |  | |  | |  | |  | |
|  |  | |  | |  | |  | |
| **Total Revenue** |  | |  | |  | |  | |

***Please explain differences between budgeted amount and actual amount spent that exceeds 25% of any line item.***

**Final Report Form (continued)**

1. **Narrative Report (3 pages or less)**

Please provide a narrative summary of the accomplishments of your program/project. Please include the following information:

* List the program goals & objectives from your application.
  + What measures were used in evaluating success.
  + How did the actual measures/outcomes compare to the intended/expected outcome.
  + Participant advancement post project
* Describe the program/project and include:
  + Specific activities. Was it different from Syllabus provided? If yes, please explain.
  + Number of participants.
  + How did you recruit participants?
  + Demographics of participants (e.g. age, race, school attended, home zip code).
* What factors contributed to the success of the program/project? Please be specific.
* Were there barriers to success of the program/project? Please be specific.

1. What lessons did you learn from this program/project? (if applicable)
2. Is there anything else you would like to tell us about this program/project and/or your relationship with the James A. Welch Foundation?
3. Grantees that receive funding from the James A. Welch Foundation are required to submit a Final Report Form within 8 weeks of completion of the funding project or program. Failure to follow these guidelines may jeopardize future funding opportunities. Grantee also agrees to return any JAWF funds not used.

New grant requests will not be considered until the final report from the previous grant has been received.