

COMMUNITY FOUNDATION OF MEDICINE HAT & SOUTHEASTERN ALBERTA

GRANT APPLICATION PROCESS

(Edited March, 2006)

Final Report Submission

BASIC INFORMATION

Final Reports are required to serve several goals.

- **Accountability** – The Foundation must be fiscally responsible and must maintain the trust of the donors and the general public. We must ensure that all grants awarded are addressing real needs in the community, and that these grants are being used for the purpose stated in the Grant Applications and as approved by the MHCF Board of Directors.
- **Assessment of Project Aims and Goals** – Most projects have a positive outcome within the goals proposed in the Grant Application. However, occasionally, even the most researched and “thought through” projects do not turn out as planned. This does not make the idea a poor one. It simply serves as a learning experience. As the Foundation gathers and collates this information, it helps to assess future grant proposals.
- **Community Needs Assessment** – Final Reports on the outcomes of funded projects are a way to share successes and learning curves with other agencies and community leaders. It is important that the reports contain the positive and negative results of the project, so that ongoing projects and parallel projects can benefit from the experiences and information that has already been identified. Funders often collate the information from several projects and share this overview with community agencies and organizations to help them with the costs involved in the preliminary research for new projects. Funders put in this effort to help a limited number of dollars do the largest amount of good affecting the greatest number of people.

What must be included in the Final Report

The Community Foundation is providing you with a Final Report package which meets our Foundation needs. The package includes:

- **Page 2 – Agency Information – must be submitted “As Is”. Do not retype or reformat.**
 - **Page 3 – Project Actual to Budget** – may be elaborated upon if necessary, but should still use only one page. The document must identify all funding sources and expenses, including those not presented/projected at the time of the Grant Application. You do not need to balance the actuals column with the budget column or the revenues and expenditures in the actuals column. (But they should have been balanced in the original budget column)
 - **Page 4 – Questions - Information must be documented only in the space provided for each question.** You may retype the questions, but the space allotted for answers and the size of the print must parallel those found in the original document. Questions must be in the same order and must be in the same position on the page.
- Impact Statement** – You are required to include a **written analysis** of how your project proceeded and how it impacted upon the people affected by the project. You should review the pros and cons of your project, and include any changes that you have identified which could have made the project “better”. You may add pages to the Final Report for this purpose, if required.

If capital purchases were involved in the project, then copies of the cancelled cheques and receipts are required. If, in the past, you have produced a formal “essay” or other type of Final Report (and you wish to continue to do this), you may attach it to the **required completed Final Report form**. There is no limit as to the amount of information that can be added to a Final Report. (In fact, we appreciate any added information you are able to send along, especially pictures and press releases – please refer to your Grant Agreement.)

- **INCOMPLETE FINAL REPORTS WILL NOT BE ACCEPTED.**
- **LATE OR INCOMPLETE FINAL REPORTS CAN AFFECT FUTURE GRANT APPLICATIONS.**
- **FUTURE APPROVED GRANTS WILL NOT BE PAID IF THERE IS AN OUTSTANDING FINAL REPORT.**

Please forward your completed Final Report to

GRANTS COMMITTEE – FINAL REPORTS

Community Foundation of Medicine Hat & Southeastern Alberta
Room 104, 430 – 6 Avenue SE
Medicine Hat, Alberta T1A 2S8

FINAL REPORT

Please complete this form in the space provided.

(This information can be copied from your original Grant Application)

AGENCY INFORMATION

Legal Agency Name

Address

P.C. e-mail

Telephone Fax

Contact Person

Canada Customs & Revenue Agency Charitable Registration Number

PROJECT TITLE

(quick reference)

Was this a new [] or existing [] project?

A brief project description – (See Grant Application)

Total cost of project

AMOUNT OF CF GRANT

Please go to page 3.....

DO NOT WRITE IN THIS SPACE

COMMUNITY IMPACT STATEMENT FROM COMMUNITY FOUNDATION

NAME OF AGENCY _____ DATE _____

Project Actual to Budget

Please copy your budget information directly from your Grant Application form.

PROJECT REVENUE

Sources of Revenue	Budget (As per Grant Application)	Actual
CF	\$ _____	\$ _____
Other Funders	_____	_____
_____	_____	_____
_____	_____	_____
Government (specify)	_____	_____
_____	_____	_____
_____	_____	_____
Support from Your Agency	_____	_____
Total Project Revenue	\$ _____	\$ _____

PROJECT EXPENDITURES

Items	Budget	Actual
Salaries/benefits	\$ _____	\$ _____
Professional Fees/honoraria	_____	_____
Capital (specify)	_____	_____
Computers/Equipment	_____	_____
Other	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Project Expenditures	\$ _____	\$ _____

**Copies of cancelled
cheques and invoices
attached)**

NAME OF AGENCY _____ **DATE** _____

Project Information

1. Did this project address the “need” presented in your Grant Application? Explain. _____

2. Were you able to meet the project’s goals and objectives (does the “need” still exist, in whole or in part)? Explain. _____

3. Do you have the plans and resources in place to continue with this project? Explain.

4. **IMPACT STATEMENT** - Provide a **written analysis** of how your project proceeded and how it impacted upon the people affected by the project. You should review the pros and cons of your project, and include changes that you have identified which would have made the project “better”. You may add pages to the Final Report for this purpose, if required.
