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# FINAL REPORT

Contract/Grant Number:

Organization Name:

Program/Project/Event Title:

Contact Name/Title:

Phone Number:

Email:

Submitted by:

Signature: \_\_\_\_\_

Date:

The Final Report is a cumulative report of your grant performance period. Please make sure your numbers reflect totals for your entire program/project/event.

Report Narrative:

- A. Program/Project/Event description from your original proposal
- B. Report on your Goals, Objectives, and Action Steps, with actual outcomes & results
- C. Provide your Dashboard of Performance Measures
- D. Discuss the results of your marketing/public outreach efforts
- E. Provide two anecdotal stories on how this grant funding assisted our community
- F. Describe how this program/project/event could be improved
- G. Include 5 digital photos on a USB flash drive with the Final Report that best depicts your program/project/event
- H. Attach a Report of Actual Expenses and Income for Completed Project form

Report Narrative: If any responses below exceed the text box provided, please use the "Attach Here" button to attach a electronic file from your computer to this form. (e.g word doc). Must label document according so that it can be easily identified. File size must be 25 MB or smaller.

A. Program/Project/Event description from your original proposal

B. Report on your Goals, Objectives, and Action Steps, with actual outcomes & results

C. Provide your Dashboard of Performance Measures

OBJECTIVE : PERFORMANCE MEASURE	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS
<i>Launch a publicity campaign to attract attendees: Total number of registrations</i>	1124	1500	

D. Discuss the results of your marketing/public outreach efforts

E. Provide two anecdotal stories on how this grant funding assisted our community  
Story #1

Story # 2

F. Describe how this program/project/event could be improved

G. Include 5 digital photos on a USB flash drive with the Final Report that best depicts your program/project/event

H. Attach a Report of Actual Expenses and Income for Completed Project form

[Click here for template in excel format](#) or use fillable form below.

