

PHILANTHROFUND FOUNDATION

GRANTEE FINAL REPORT FORM



Complete annually for each PFund grant received, and submit before January 31. You may not apply for another grant unless this report is filed.

Please complete this form and provide it as a cover sheet to the Final Report Narrative. The report narrative should follow the guidelines provided on the back of this form.

Date Submitted: _____

Name of Recipient Organization: _____

Name of Fiscal Agent (if applicable): _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Project Title: _____

Purpose of Grant: _____

Conditions of Grant, if any: _____

Grant Period Starting Date: _____

Grant Period Ending Date: _____

Grant Funds Expended to Date: _____

Name of Top Paid Staff: _____ Telephone: _____

Contact Person: _____ Telephone: _____
(If different from top paid staff)

PFund needs the following information to help monitor the outcome of your grant:

Final Report Narrative:

Project Information

1. **Activities:** List and briefly describe all grant-supported activities completed to date, and outcomes. List and briefly describe any activities that were not completed and indicate why they were not completed.
2. **Concerns/Unintended Outcomes:** List and describe any problems encountered as well as any changes in plans or personnel, and unintended outcomes that have occurred to date.

Financial Information

3. **Total Project Costs:** Provide total project income and expense information to date, including actual income and expense comparisons to the original budget provided in the proposal. Please submit a certified audit including the grant period, if available.
4. **Budget Changes:** Describe budget changes approved by Philanthrofund Foundation or other financial adaptations required by some unanticipated situation.
5. **Grant Funds:** Indicate the grant funds spent to date as well as any unexpended grant funds.
6. **Other Sources of Project Support:** Provide a list of grant requests and amounts approved, denied, or pending for this project.

Appendices

7. **Attach copies:** Provide copies of any articles, reports, brochures, publications, etc., related to this project.