



**FINAL PROGRESS ASSESSMENT and REPORT INSTRUCTIONS**  
 Education Grants *(revised: 12/2006)*

Both nonprofits and funders alike have an accountability to the community for how grant funds are used and how the community is changed as a result of charitable activities. The final progress report is intended to give the grantee a structured process for reflecting on its work and the grantee/funder partnership a vehicle for describing its impacts to the community.

**Report Instructions**

Email your completed report as an attachment to Dana Johnson at [djohnson@sonomacf.org](mailto:djohnson@sonomacf.org). Please do not fax your report. The report heading should include the following information exactly as it is presented here:

*Community Foundation Final Grant Report*

Grantee Organization Name:

Program or Project Name:

**Grant Number and Grant Amount:**

Period Covered by this Report:

Organization Contact Person and Phone Number:

Date: (give the date the report is submitted)

For each outcome contained in your application or final grant agreement, follow the table format given below. If needed, you may expand any cell of the table to increase the amount of space.

1. Re-state each outcome using the wording contained in your application or final grant agreement;
  - A. for each outcome, state the planned outputs as contained in your application;
  - B. following each planned output, state the actual outputs produced during the reporting period.
  - C. for each outcome, state the planned indicators you used to measure,
  - D. following each planned indicator, state the actual measure achieved during this reporting period.

<b>Outcome Statement</b> (repeat this format for each outcome statement)	
<b>Planned Outputs</b>	<b>Actual Outputs</b>
<b>Planned Indicator</b>	<b>Actual Measure Achieved</b>

*(continued on page 2)*

*(In your report, please re-state and then respond to each of the following questions. Your narrative responses to items 2 – 5 should not exceed two pages.)*

2. Describe any unexpected changed conditions within your organization that affected your project during the reporting period. Describe how your organization responded to those changed conditions.

3. Describe any unexpected changed conditions in the community that affected your project during the reporting period. Describe how your organization responded to those changed conditions.

4. Describe your assessment of the program’s impact(s). Include one or two anecdotes, stories or examples about how the project has affected the lives of individuals or made an impact on the opportunity or issue involved.

5. Is there anything else you would like to say concerning the project, the issue, population or opportunity you addressed?

In addition to your narrative report, please report on your use of Community Foundation funds using the following table format. Report only on your Community Foundation grant funds and include only line items that were in your approved Community Foundation grant budget (see column 6, page 2 of your budget).

	<b>Approved Budget for use of Community Foundation Funds</b>	<b>Actual Expenditures of Community Foundation Funds</b>
<b>Grant Amount:</b>		- X -
<b>Line Items:</b>		
<b>Totals:</b>		

Please send the following items by regular mail:

- A computer generated general ledger detail of all grant expenditures; or, photocopies of all invoices and other backup documentation for how you spent your grant funds.
- One copy of any printed publicity about this grant.
- Other attachments you think are important (please keep these to a minimum).

Please send the regular mail portion of your report to:

Dana Johnson  
Grants Manager  
Community Foundation Sonoma County  
250 D Street  
Santa Rosa, CA 95404-4773