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GRANTS FINAL REPORT FORM	
ORGANIZATION INFORMATION	
Name of Organization:	
Address:	
Telephone:	e-mail:
Contact Name:	Title:
PROJECT INFORMATION	
Project Title:	
Grant Amount:	Period that this report covers: From yyyy/m/d To yyyy/m/d
<i>Please respond to each of the following questions. Your responses should focus specifically on the project or program funded by the Catherine Donnelly Foundation.</i>	
1. What was the impact of your project? (Compared to the goals and objectives outlined in your original grant proposal)? What is concretely different (<i>in the world</i>) as a result of your project? How does the impact of your project relate to the mission of the CDF? (500 words maximum)	
2. What were some of the challenges/difficulties that you encountered as you implemented your project? (250 words maximum)	
3. How did these challenges/difficulties impact the project or your organization? How were they addressed? (150 words maximum)	

4. What measures did you use to determine your progress? <i>(150 words maximum)</i>	
5. What did you learn from this grant? Were there any unexpected results? How would you do things differently/better? <i>(200 words maximum)</i>	
6. If you worked collaboratively with another organization(s) on this project/program, describe the impact of that work for the project. <i>(150 words maximum)</i>	
7. Describe how you will sustain your project/program beyond this grant period. <i>(150 words maximum)</i>	
8. Please attach a financial report for the project detailing: <ul style="list-style-type: none"> ▪ <i>revenues and expenditures;</i> ▪ <i>including comparisons to budget;</i> ▪ <i>explanations for significant variances;</i> ▪ <i>identify costs covered by the Catherine Donnelly Foundation.</i> ▪ <i>a copy of your organization's most recent audited (or reviewed) financial statements should also be included.</i> 	
9. Please provide any comments/suggestions regarding our grant making process (including the application, application review process, and/or reporting requirements). <i>(150 words maximum)</i>	
10. If you would like to share information about your project to the broader public, please attach your "story" (in pdf or word format) for inclusion on the Catherine Donnelly Foundation website. <i>(1000 words maximum)</i>	
For foundation use only: Date received: Amount advanced to date: Final payment amount:	Approved: yes / no Date of Final payment advance: Reviewed by: Committee chair: Finance Director: Grants Manager: