

# **Sundance Family Foundation Final Report Form**

**Grantee Name:**

**Grant Number:**

**Grant Period:**

**Report Due Date:**

**Date of Report:**

**Name/Title of Person Submitting Report:**

**Please Note:**

- \* Include with your report a detailed financial accounting of the actual revenue and expenses for the project funded and specifically the use of Foundation funds within that project.
- \* Kindly use the same Project Name and Grant Number on all correspondence.
- \* Your report should address each of the areas below. Responses need not be lengthy; two to four pages is often adequate.

**PROJECT OBJECTIVES** (Please list):

## **FINAL EVALUATION REPORT OUTLINE**

1. Please describe what was accomplished with this project. Address each stated objective in measurable terms. If any objectives were changed, please also explain the circumstances that led to the modification of the objective.
2. Describe what challenges you faced in connection with this project and how you addressed those challenges.
3. Every grant is a learning opportunity. Tell us the most important lessons you learned.
4. Explain the extent to which you collaborated with other organizations and your plans for future collaborations.
5. Share your specific plans for future work on this project, including any changes you would make.
6. What advice would you give to Sundance Family Foundation to help us serve our Grantees more effectively?