

Final Report Form

To Grant Recipients,

The Williamsburg Community Foundation Distribution Committee and the Foundation board regularly evaluate our grant program. A critical element of the evaluation process is finding out what impact our grant to your organization had in the community.

Please submit a brief report (utilizing this form) as follows: **As soon as your project is complete, but not more than one year from receiving grant payment.**

Please call us at 259-1660 if we can assist you.

Name of Organization		Date of Report	
Executive Director		Person Filing the Report	
Grant Title	Grant Category	Grant Date	
Project/Program Information			
1. Specifically, what did you ask the Foundation to fund?			
2. Have the goal and objectives as outlined in the grant application been achieved to date? (If not, please explain.)			
3. Were there any barriers to completing the project? (If yes, describe.)			

4. What were the overall strengths and/or weaknesses of the project? What did you learn in implementing the project? How might this affect future projects?
5. Describe those served by the project, specifically referring to geographic residents or location, age, and other descriptors.
6. How did this project benefit the community at large?
Financial Information
1. Did you successfully raise the necessary funds to implement the project as planned? Please Explain.
2. If the project is to be continued, what financial resources will be available?
3. Briefly describe the specific use of the Foundation grant funds (expenditures, purpose).
We welcome any other information related to this project that you would like to share, such as news stories or pictures. We often use pictures in our publication and on our website, so clearly describe the picture and names of those pictured and indicate that approval is granted for publication. Thank you. We wish you continued success in your service to our community.

Please return this form along with photos of your grant project to:

Williamsburg Community Foundation
P.O. Box 2821
Williamsburg, VA 23187

Chair of Board/Executive Director