

## Long Island Community Foundation Grants FINAL REPORT GUIDELINES

*Final narrative reports should not exceed five pages of text. You may attach additional supplementary materials if pertinent to this specific project.*

**COVER PAGE – Please use the Cover Sheet provided on the following page.**

### **REPORT SECTIONS**

**I. Background** – Restate the goals and objectives of your project and describe what your work tried to achieve. If your original goals and objectives were revised, note this here and then discuss the reasons for the changes in the Outcomes, Analysis, and Interpretation section below.

**II. Activities**– Describe the major activities of the project. Refer to your original work plan as necessary. Tell us which of these activities you successfully completed and which activities you either did not complete or that changed in nature and the reasons. Please include any collaboration with other organizations or unexpected opportunities that transpired during the course of the project and their significance.

### **III. Outcomes, Analysis, and Interpretation –**

- Describe any revisions to your goals and/or activities from what was originally proposed and approved, and tell us the reasons for the changes.
- Please indicate the outcomes you expected, and which were achieved and which were not.
- Tell us about any obstacles that prevented you from achieving the expected outcomes.
- What evaluation methods did you use to measure the outcomes?
- Please include any quantitative data that best describes the project’s accomplishments – figures, charts, graphs, tables, etc.
- Please reflect not only on the project’s activities but also on the work itself. What is or could be the immediate or long-term impact of your work? Tell us whether the project is creating positive changes in policy or practice, and how.

**IV. The Future**– Will this project continue beyond the grant-funded period? If so, how will you sustain these future efforts? What impact did this project have on your organization, your target audience? Has this project led to other opportunities to work in this area or gain additional funding? What lessons have you learned during the course of this project? If you were to do this project over again, are there things you would have done differently?

**V. Communications** – Do you have plans to share your results, lessons learned and/or best practices? Have there been any press announcements about the project for which you have received an LICF grant? If so, please attach to this report. Additionally, please include high-resolution photos of important activities (if applicable and appropriate.)

**VI. BUDGET - Please attach a final project budget and specify how LICF grant funds were used. Provide an explanation for any variances from the project budget submitted with your proposal.**

**Mail FINAL Report including cover page to:**

**Jeannie DeMaio, Grants Administrator  
Long Island Community Foundation  
900 Walt Whitman Road, Suite 205  
Melville, NY 11747**

**LICF COMMUNITY RESPONSE  
FINAL REPORT COVER SHEET**

**Date Due:** \_\_\_\_\_ **Date of Submission:** \_\_\_\_\_

**Grant Period:** \_\_\_\_\_ **Grant Amount** \_\_\_\_\_  
*month/year to month/year*

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Name of Project/Program** \_\_\_\_\_  
**(if applicable)**

**REPORT COMPLETED BY (if different from Executive Director)**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**L I C F   S T A F F   O N L Y**

**Reviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Budget Provided</b>	___	<b>Yes</b>	___	<b>No</b>
<b>Media Provided</b>	___	<b>Yes</b>	___	<b>No</b>
<b>Database Entry</b>	___	<b>Yes</b>	___	<b>No</b>

**Rating:** \_\_\_\_\_