



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

1. COVER SHEET – PLEASE COMPLETE THE FORM PROVIDED ON THE FOLLOWING PAGE.

2. REPORT SECTIONS:

I. Background – Restate the goals and objectives of your project.

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 project and their significance.

III. Outcomes

- a. Please indicate the outcomes you expected, which were achieved, and which were not. How do your outcomes reflect the Unitarian Universalist principle(s) identified in your proposal?
- b. Tell us about any obstacles that may have prevented you from achieving the expected outcomes.
- c. What evaluation methods did you use to measure the outcomes?
- d. Please include any qualitative or quantitative data that best describes the project's accomplishments, including anecdotal information.
- e. What impact did this project have on your target constituency?
- f. What is or could be the immediate or long-term impact of your work? Tell us whether the project is advancing positive policy, systematic, or institutional change and how.

IV. The Future

- a. Has this project led to other opportunities to work in this area or gain additional funding?
- b. Will this project continue beyond the grant-funded period?
- c. If so, how will you sustain these future efforts? What impact did this project have on your target audience?

V. Communications

- a. Please include any press announcements about the project for which you received a LIUU Fund grant.
- b. Please include high-resolution photos of important activities (if applicable and appropriate).

VI. Budget – Please attach a final project budget and specify how LIUU grant funds were used. Provide an explanation for any variances from the project budget submitted with your proposal.

MAIL FINAL REPORT PACKAGE TO:

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



**LONG ISLAND UNITARIAN UNIVERSALIST FUND
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 _____

REPORT COMPLETED BY (if different from Executive Director)

Name: _____

Title: _____

Telephone: _____ **Email:** _____

Signature: _____

LICF STAFF ONLY

Reviewed By: _____ **Date:** _____

Budget Provided	___	Yes	___	No
Media Provided	___	Yes	___	No
Database Entry	___	Yes	___	No

Rating: _____