GRANTS TO ORGANIZATIONS FINAL REPORT

Upon completion of the fiscal year that the grant was applied for, the applicant must submit a final report. No grant applications will be considered from organizations that received funds in the past, but did not submit a final report. Handwritten applications and faxes will not be accepted. The final report should answer **all** of the following:

Year Funded:	
Name of Organization:	
Contact Person Name:	
Telephone No (daytime):	**Email**:

No. of active members or program participants:	
Target Age Group (check all that apply): ☐ Children/Youth ☐ Families ☐ Adults ☐ Seniors ☐ Other:_____	**Target Population Served:** City of Leduc _____% Leduc County _____% Other (please specify): _____% _____

1. **What program/service activities were completed over the past year? Be brief.** E.g. Community outreach, Family violence prevention presentations provided…

2. **What outputs did your agency or organization track?** *E.g. 25 participants, 4 presentations completed, Brochure developed, etc.*

3. A) What were the outcomes or benefits as a result of your program and/or service? Share the results from this past year. *E.g. Participants increased awareness of…*

3.B) How did your organization measure its successes over the past year? What indicator was used for your outcome(s) in question 3.A? E.*g. 80% of participants reported improved awareness of community resources.*

4. How many volunteers were actively involved in your organization in the past year?

How many approximate volunteer hours?

5. Briefly describe your organization or program/service accomplishments over the past year.

6. Briefly describe some challenges that your organization encountered over the previous year.

7. Now that the year is complete, how does your organization plan to sustain the work of this program in the future?

8. Please comment on a significant partnership that aided your organization in completing its mandate over this year.

9. Budget – Please complete the attached budget template for the funding year.

Use of the excel template for budget is <u>mandatory.</u>