

**Uniform Grant Report (UGR)
Final Report***

ALWAYS refer to the granting foundation's reporting requirements PRIOR to submitting the UGR.

TYPE OF SUPPORT GRANTED: _____ operating _____ capital _____ special project _____ program

GRANTEE: _____ **GRANT CONTRACT #:** _____

PROJECT/PROGRAM NAME (if applicable): _____

NAME & TITLE OF PERSON REPORTING: _____

TELEPHONE NUMBER: _____ **E -MAIL ADDRESS:** _____

FINANCES:

TOTAL BUDGETED INCOME FOR PROJECT FROM ALL SOURCES: _____

TOTAL INCOME PLEDGED OR PAID FROM ALL SOURCES TO DATE: _____
(Include any information about requests for funding which have been postponed, denied, or have had no response.)

TOTAL BUDGETED PROJECT EXPENSES: _____

ACTUAL EXPENSES INCURRED TO DATE ON THE ENTIRE PROJECT: _____

WILL THE BUDGET SUBMITTED WITH THE PROPOSAL REQUIRE REVISION? _____ (If so, please tell us how this is being addressed.)

INDICATE BUDGET BY CATEGORY AND ACTUAL EXPENSES BY CATEGORY TO DATE.

***Grantee keeping Grantor informed of significant changes to the funded project in a timely manner is required, and receipt of future funding depends on such timely reporting.**

Please answer *only* the questions that are related to the type of funding that your organization has been awarded.

FOR PROGRAM, CAPACITY BUILDING AND SPECIAL PROJECT GRANTS:

1. Have the original goals and measurable objectives of your funded proposal changed over the report period?
2. Provide an accounting of the primary accomplishments of your project and the activities undertaken to carry it out.
3. Report on the specific outcomes of your proposals original objectives. What methods were used to measure your original objectives? (Use quantitative data when available)
4. What unanticipated problems and or changes did you encounter in carrying out the project and how did you manage these problems?
5. What are your specific plans, if any, for continuing the work started by this project/program and how will it be financed?
6. Describe what you have learned from this project/program: what you would have done differently if you had the chance and what you would do the same.
7. How did your funded program/project improve the quality of life for the individuals and/or families that participated?

FOR CAPITAL GRANTS: (equipment, construction, capital campaign, etc.)

1. Describe how your capital project has improved the quality of life for residents of your service region.
2. If applicable, describe how your capital project increased the capacity of your organization.
3. Has this grant been instrumental in attracting additional resources to your capital project?

FOR OPERATING SUPPORT:

1. Briefly restate the plans outlined in your original request for operating support.
2. Describe the impact of the granted operating support on the organization's long-term sustainability.
3. What changes has your organization made in the way it operates to ensure its long-term sustainability?
4. Has this grant for operating support been instrumental in attracting additional resources in the form of people, money, goods, services, or publicity? If so, please describe.
5. List other funding sources and amounts received (over \$1,000) during the grant period that have contributed to the long-term sustainability of your organization.

OPTIONAL:

You may include press releases, recent newspaper/magazine articles, photographs, brochures, or other materials highlighting the grant-funded activities and accomplishments.