grant no.:

grant amount:

Date final report form due:

**JOHN F. WEGMAN FUND REPORT FORM**

**Please answer the following as completely but succinctly as possible.** Submit your report on or before the due date listed above unless other arrangements have been made with the John F. Wegman Fund.

**SECTION A**

**Organization completing report:**

**Address:**

**Contact Person:**       **Phone:**

**Email address:**

**Project Name:**

**This report covers the time period of**       **to**       *(date) (date)*

**Type of Support:**

 **[ ] Program/Project**

**[ ] General support for agency operations**

**[ ] Other (describe):**

Person completing report:

**Your title:**

**Your signature: Date:**

**SECTION B** (Answer all of the following questions in a total of no more than four pages.)

**RESOURCES**

**1) Provide income and expense information related to this grant. If any of the grant dollars have not been spent, explain.**

**2) Has this grant been instrumental in attracting additional support in the form of people, money, goods, services or publicity? If so, describe.**

**3) If the program/project is to continue, have you secured ongoing funding and if so, from what sources.**

**RESULTS**

**4) What difference did this project/grant make and how do you know? Did you follow your plan and were your original objectives fulfilled? Include information about participant outcomes and, if appropriate, satisfaction.**

**5) We understand that variance from original project plans often occurs. In what ways did the actual project vary from your initial plans? Describe how and why.**

**COOPERATION**

**6) Describe how cooperative efforts involved in planning, implementing, funding and/or evaluating this project/grant affected your outcomes.**

**PROGRAM/PROJECT EVALUATION**

**7) How did you conduct the evaluation? What did you learn from the evaluation and what impact will it have moving forward?**

**FUTURE**

**8) What is your vision of this project over the next three years? If applicable, include plans and rationale for ongoing funding, expansion, replication or termination.**

**Financial Report**

1. **Provide the following information regarding the program or project for which you received funds.**

**Double-click the table to activate Excel features and enter information.**



**Financial Report** *(continued)*

1. **Explain any variances between budgeted and actual figures greater than 10%**