**Final Report Form**

***Dear Grantee:***

*The entire Final Report should not exceed a total of* ***8******pages****. (You may add 2 pages to this form if you would like more space for the narrative of your project activities, results, and impact.)*

*Include the Financial Report (format described in this form) and photographs also* ***via email only****.*

***Do not*** *email any additional materials.*

***Do not*** *send any hard copies.*

*\*If you have additional materials (media materials/coverage, brochures, etc.) that you think are valuable to share with us, please make a note of this fact in the body of your email message, but please note that the language of the BST office is English.*

*This form should be returned to BST within 4 weeks of completing the project.*

***BST reserves the right to contact you if we find the information in this form insufficient, particularly regarding impact.***

***Please note that your report will have a direct impact on the evaluation of any future applications for funding that you submit to BST.***

*If you have any questions regarding this report, please contact your Program Officer at BST* ***before*** *you begin filling out the form.*

Grantee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUMMARY**

1. Please provide a **one-sentence description** of the project as stated on the front page of your project application form, beginning with the words, “To support…”

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| --- |
| To support… |

2. Were there any **significant changes** from your original project proposal?

Yes 🞎 No 🞎

If **Yes**, please explain below:

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**RESULTS**

1. Please list the **activities** undertaken within your project and their outcomes.

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| 1.2.3.4. |

1. Please list the **results** your project has produced.

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| 1.2.3.4. |

1. Please list the project **objectives** and **goals**, as stated in the project proposal.

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| 1.2.3.4. |

1. Please explain how the results have led to **achievement** of the project goals.

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| 1.2.3.4. |

1. Did your project include any of the following **outreach** efforts (i.e. activities that raise public awareness of your project)?

*Please check all that apply*

🞎 Press Conference

🞎 Newsletter or Report

🞎 Advertisement

🞎 Other *Describe:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide details below *(e.g. number of newsletters disseminated, advert in which media)*:

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1. Did your project receive any of the following types of **media coverage**?

*Please check all that apply*

 a) Media Type b) Scope

* Radio 🞎 Local
* TV 🞎 National
* Newspaper 🞎 Regional

🞎 Magazine

Please provide examples of media coverage below, including at least one quote:

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7. As a result of your project were there any **changes** in the:

Community Yes 🞎 No 🞎

Target groups (the people that your project aimed to reach) Yes 🞎 No 🞎

Situation (the problems that your project aimed to resolve) Yes 🞎 No 🞎

Please provide at least **two examples** of changes resulting from your project:

*Include quotes from project participants wherever possible*

**Example 1**

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**Example 2**

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**SUSTAINABILITY**

1. Will **this project** continue in the future?

2. Do you know of any **related (spin-off) projects** which you or other organizations are intending to implement as a result of your project? If **Yes**, please explain:

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3. Did your **project** receive funding from other donors besides BST? If **Yes**, please list donor(s) and amount(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Please list and describe any organizations/individuals with which your organization **collaborated or coordinated** during your project:

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**FINANCIAL REPORT**

Please attach your **original budget** with a column next to it showing the **actual expenses** and remaining balance (if any).

**IMPORTANT:** Please provide **a detailed list of all expenses** (receipts) incurred during the project that shows the date, type, and amount of the expense. BST may require copies of the receipts or further explanations on your financial report.

**IMPORTANT:** In the event there are unspent grant funds upon completion of the project please promptly inform your Program Officer before taking any action concerning those funds. The Program Officer will provide you with the necessary instructions on how to proceed in those cases.

**ADDITIONAL COMMENTS**

1. Please include any **additional comments** not covered above, such as important lessons learned or significant accomplishments. What would you do differently next time? Why?

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2. Do you have any **recommendations** on how BST could improve the grantmaking program? (e.g. information about our programs, grant assessment process, etc.)

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 **Finally…**

 **Please** email us any action-oriented digital (only) **photographs** that may be used for our website or newsletter.