***2019 Community & Civic Engagement Small Grants* INSTRUCTIONS**

***Final Report***

The purpose of the final report is to provide SE Uplift with a written record of grant-related activities, accomplishments, and challenges faced during the grant term. We use this report for grant management, results assessment, impact evaluation, and learning. This information will also help SE Uplift provide guidance to other groups wanting to complete similar projects.

Final Reports are due within ***30 days*** of the completion of the project or by ***January 28, 2020***, whichever comes first.

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| **Final Report Checklist**  *Your final report must include the following:* | |
| **1) Narrative:** Answer all questions on the narrative handout in the order they are listed. |  |
| **2) Budget:** Use the budget form to itemize all expenses for your project, including leveraged funds and in-kind donations, services, and time.  a. Projects **without** SE Uplift Fiscal Sponsorship: Copies of receipts from all grant related expenditures **are** required with your final report.  b. Projects **with** SE Uplift Fiscal Sponsorship: Copies of receipts from grant related expenditures **are not** required with your final report, as they should have already been submitted during the reimbursement process. |  |
| **3) Digital Images:** Submit at least 5 digital photographs of your project and/or project activities. Please include the names of any people in the photographs and the name of the photographer (if attribution is desired).  By submitting photos, you are guaranteeing that you have obtained permission for their use by SE Uplift from the photographer(s) and from individuals in the images (or their guardians if applicable). |  |
| **4) A Copy of All Outreach / Promotional Materials / Project Artifacts** |  |

Please send your final report electronically to SE Uplift’s grant manager. You may submit the report in separate sections.

If you have questions or need support, please contact SE Uplift’s grant manager.

**Final Reporting Forms & Additional Resources Can Be Found At:**

[**www.seuplift.org/grantrecipientresources/**](http://www.seuplift.org/grantrecipientresources/)