***Grants Program* INSTRUCTIONS**

***Final Report Template***

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 31, 2024***, 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 3-5 digital photographs and/or promotional materials 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** |  |

Use this template to prepare your final report narrative, then submit the narrative online at <https://www.seuplift.org/grantee-final-report-2023/> . Email the budget including applicable receipts, at least 3-5 digital images, and a copy of all outreach / promotional materials / project artifacts to SE Uplift’s Partnership & Grantmaking Program Manager to complete.

If you have questions or need support, please contact SE Uplift’s Partnership & Grantmaking Program Manager.

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

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

***Grants Program* BUDGET**

***Final Report***

This is the same budget form that you filled out in your application; however we’d like you to input your actual project costs (both grant funds and leveraged funds) and in-kind donations (items, services, and volunteer time) contributed to the project.

Feel free to add and delete rows to best fit your project. To add more lines to a budget category, right click in the last row of the category, point to “Insert” and select “Insert Rows Above.”

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| --- | --- | --- | --- | --- |
|  | **Budget Item Description** | **Community Small Grant Funds Expended** | **Leveraged Funds**  (additional grants or $) | **In-Kind Donations, Services & Volunteer Time\*** |
| **Personnel**  (Contracting for professional services, participant stipends, volunteer time\*, etc.) |  |  |  |  |
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| **Supplies & Materials**  (Painting supplies, wood, etc.—the materials needed to complete the project.) |  |  |  |  |
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| **Outreach & Publicity**  (Flyers, brochures, mailings, etc.) |  |  |  |  |
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| **Event Related Expenses**  (Renting table/chairs, food, paper cups, etc.) |  |  |  |  |
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|  |  |  |  |
| **Permitting & Fees**  (Reserving park space, noise variances, street closures, etc.) |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Other** |  |  |  |  |
|  |  |  |  |
| **Administration**  (Fiscal sponsorship, etc.) |  |  |  |  |
| **TOTALS** | |  |  |  |

\* The value of general volunteer time should be calculated at $24.14 per hour. For donated professional work, visit <https://www.bls.gov/oes/current/oes_38900.htm> to identify a median per hour volunteer rate or use the amount the professional usually charges for their services.