



1 Small Grant Reporting Form - FINAL REPORT
2 Attachments
3 Review My Requirement

Small Grant Reporting Form - FINAL REPORT

Printer Friendly Version | E-mail Draft

* Required before final submission

* Organization Name

Address

City State Postal Code
 <None>

Date Grant Awarded: Total Amount of Grant:

Title of Project:

* Today's Date:



The Foundation requires that the grantee upload a Final Report 15 months from the date *payment is issued*. In the Final Report, grantees use to address the results of the grant and to provide a complete financial accounting indicating how the grant funds were expended in accordance with the Grantee's Acceptance and Understanding agreement. (page 1, Grant Resolution and item #4 of the Grantee's Acceptance and Understanding form - A full and complete final written report, showing expenditures of funds and the progress made in accomplishing the purpose of the grant, will be submitted to the Foundation when all funds have been expended.)

* 1. Have all of the grant funds been spent?

<None> v

If no, what is the amount to be returned to the Z. Smith Reynolds Foundation?

(If the remaining grant balance is \$25 or less, no funds need to be returned.)

Anticipated return date:

2. The "anticipated results" that were listed in your application for this grant are listed below. Please answer in space provided.

Result #1

(Result from the original grant application the grantee completed.)

If applicable, how has the anticipated result been revised?

Please provide evidence of the extent to which your organization has achieved or made progress towards each original or revised anticipated result.

For each result, please describe any lessons learned or challenges you experienced in achieving your result.

Result #2

(Result from the original grant application the grantee completed.)

If applicable, how has the anticipated result been revised?

Please provide evidence of the extent to which your organization has achieved or made progress towards each original or revised anticipated result.

For each result, please describe any lessons learned or challenges you experienced in achieving your result.

Result #3

(Result from the original grant application the grantee completed.)

If applicable, how has the anticipated result been revised?

Please provide evidence of the extent to which your organization has achieved or made progress towards each original or revised anticipated result.

For each result, please describe any lessons learned or challenges you experienced in achieving your result.

Result #4

(Result from the original grant application the grantee completed.)

If applicable, how has the anticipated result been revised?

Please provide evidence of the extent to which your organization has achieved or made progress towards each original or revised anticipated result.

For each result, please describe any lessons learned or challenges you experienced in achieving your result.

FOR GENERAL OPERATING SUPPORT GRANTS ONLY (Questions 3 and 4 are for General Operating Support grants only. If yours was a project grant, please skip to question 5):

3. The "organizational development goals" that were listed in your application for this grant are listed below. Please answer in space provided.

Goal #1

(Goal from the original grant application the grantee completed.)

If applicable, how has the organizational development goal been revised?

Please provide evidence of the extent to which your organization has made progress towards each original or revised organizational development goal.

For each organizational development goal, please describe any lessons learned or challenges you experienced in achieving your organizational development goal.

^
v

**Goal #2**

(Goal from the original grant application the grantee completed.)

If applicable, how has the organizational development goal been revised?

^
v

Please provide evidence of the extent to which your organization has made progress towards each original or revised organizational development goal.

^
v

For each organizational development goal, please describe any lessons learned or challenges you experienced in achieving your organizational development goal.

^

4. Upload a copy of your organization's *Actual Revenue and Expenses* on the [Attachments Page](#) for the fiscal year (s) of the grant (one page per year). If ZSR funds were used in a more specific way, please state that on a separate page and include it in the upload, as well.

FOR PROJECT SUPPORT GRANTS ONLY:

5. Please upload an updated project budget on the [Attachments Page](#) including *Actual Revenue and Expenses* as well as indicating how ZSR funds were spent.

Optional Narrative:

6. Please share with us a story that exemplifies how this grant has made a difference. Stories should demonstrate individual or collective impact. Narratives should be no longer than one single-spaced, typed page. Photos, videos and other audiovisuals to accompany your story are encouraged. If you would like to submit photos or audiovisuals, at the end of the narrative please include the statement "*We have photos or audiovisuals*" along with a contact name and email address and we will follow up. Please note that by submitting a narrative and/or audiovisuals, you are giving the Foundation permission to use and publish any portions of these items.

Save & Finish Later	Next
---------------------	------

SAMPLE



1 Small Grant Reporting Form - FINAL REPORT 2 Attachments 3 Review My Requirement

Attachments

[Printer Friendly Version](#) | [E-mail Draft](#)

If necessary, please use the upload bar to attach the documents requested on the first page of this report form. Select the appropriate Attachment Title from the drop down, then click browse to search for the file you would like to attach. Once your file appears in the Upload Bar, Click "Upload".

Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title:

File Name: