



1 Strategic Grant Reporting Form - FINAL REPORT
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**Strategic 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 are 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?

Yes ▾

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 short-term results" that were listed in your application for this grant are as follows:

If applicable, explain how and why these short-term results have been revised or refined during the course of the grant period?

\* 3. Please offer evidence to the extent to which your organization has achieved or made progress toward each short-term result.

If you had to revise your results, please offer this evidence for both the original and the revised results in the box below. (By evidence, we mean what is better or different because of your organization's work towards each result?) If you have data to include, please do so by using the attachment page to upload the data.

\* 4. Did the work that was accomplished with this grant meet the need(s) of the people/community/place it was intended to meet?

Yes ▾

Please describe the scale to which you believe the grant was able to meet the need(s).

5. What has your organization learned while working to achieve the above-mentioned results? To what do you attribute your successes and \* failures? Please include lessons learned from any collaborations you may have engaged in, methods/strategies you used, challenges you faced, etc.

\* 6. Did you have any concerns about your organization's ability to meet the above-listed results? If so, please explain.

List any other funds or in-kind resources, by source and amount, your organization received during the course of this grant. If yours is a project grant, please only state funding or in-kind resources contributed toward the project.

**FOR GENERAL OPERATING SUPPORT GRANTS ONLY:**

7. Please upload a copy of your organization's actual revenue and expenses for the fiscal year(s) of the grant that have been completed (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.

(Please use the **Attachment Page** to upload this information to your application.)

**FOR PROJECT SUPPORT GRANTS ONLY:**

8. Please upload an updated project budget providing actual revenues and expenses as well as indicating how ZSR funds have been spent to date.

(Please use the **Attachment Page** to upload this information to your application.)

**Optional Narrative (For General Operating Support and Project Grants):**

9. 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.

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