**Grant Performance/Final Report Template**

1. **Grant Summary**
	1. Briefly restate the plan outlined in the original request.
	2. Were any modifications to the plan necessary? If so, please describe.
	3. If modifications were made, what effects did those modifications have?
2. **Milestones**
	1. Briefly restate the measurable outcomes as outlined in the original request.
	2. What progress have you made toward achieving these outcomes during this period?
	3. If outcomes have changed from those originally proposed, please explain why. What has been the effect of any changes?
3. **Project Activities**
	1. How were grant funds utilized?
	2. Has this grant been instrumental in attracting additional resources in the form of people, money, goods, services, or publicity? If so, please describe.
4. **Results and Impacts**
	1. What were the results of the project/program? Include both quantitative (e.g., number of individuals served, materials produced, etc.) and qualitative results (descriptions of project outcomes, participant testimonials, etc.).
	2. What impact will these results have on the population served and/or the broader community?
5. **Lessons Learned**
	1. What do you consider to be the greatest strength(s) of the project/program?
	2. What do you consider to be the most important concern(s)—apart from finances—currently facing the project/program?
6. **Future Plans & Sustainability**
	1. As applicable, explain any plans for ongoing funding, expansion, modification, or replication of the project/program.
7. **Materials and Artifacts**
	1. Please share any materials and artifacts that show successful completion or progress toward completion of the grant including, but not limited to, media releases, photographs, publications, presentations, and any other deliverables.