915 E Washington St, Suite 2 | Bloomington, IL 61701 | (309) 662-4477

# Women to Women Grant Final Report – 2022

In preparing your Final Report, please refer to the Grant Application you submitted. The Final Report must cover the grant period from **February 1, 2022 to January 31, 2023** even if your program began before or is continuing after that date. Please use the budget you submitted with your application to show how grant funds were applied to each allowable line item.

To begin, please save this PDF file. There are two ways you can use this form to submit your Final Report: 1) Print this file, write in your responses, make copies of the additional materials for inclusion and mail to the IPCF office; OR 2) Fill in your responses in the fields and save the file, then you can scan/attach your supporting documents and email all the materials to Michele Evans, Grants & Communications Director, at mevans@ilprairiecf.org. If you need additional space to answer a question, please include on a separate page with question number and attach. Contact Michele if you have questions on submitting this report. Thank you for your time in preparing this report.

Organization:

Program/Project name:

Amount awarded by W2W/IPCF: $ Amount expended: $

Today's date:

**Please update your organization's information**

Grant contact person: Phone:

Email address:

**For the questions below, if a question is not applicable to your program, write "n/a" and provide a brief explanation as to why the question is not applicable. Please attach programs, news articles, handouts, or other forms of publicity. We also request photos, as appropriate, along with permission to publicize, names of those pictured, and name of photographer.**

**A. Project Description** – Please cut and paste from your grant application and edit as needed to fill in most of these questions.

1. Provide a brief overview of the program including the population served and the timeline.

2. How did you program fit the needs of the Women to Women grants focus?

3. What is the overall goal of the program?

4. What were the three objectives you identified as most important for success of the program?

5. What specific activities were conducted to accomplish the objectives? (In the case of classes, workshops, performances, and the like, please indicate the number, frequency, and duration.)

6. How many participants did you expect to serve, and how many were actually served?

7. If the program changed in any significant way from how it was described in your Grant Application, please explain.

8. Describe any unexpected challenges or opportunities you encountered and how you dealt with them. Did these impact the project positively or negatively and how?

9. Summarize the roles and responsibilities of each organization in the collaboration. Also, what were the positives and any problems that occurred as a result of collaboration.

**B. Evaluation**

1. Please list, with sufficient detail for report readers to understand, all the ways you evaluated whether the program objectives were achieve and outcomes obtained.

2. List 3-5 of the most important results of your evaluation process and briefly indicate how they support (or fail to support) the achievement of the program objectives and outcomes. Also, note any unexpected outcomes.

3. As a result of your experience with and evaluations of this program, what if anything would you change or what advice would you give to anyone conducting a similar program in the future?

**C. Accounting**

1. Attach a grant accounting that shows actual income and expenditure information compared to the budget that you included with your application.

2. Have there been any changes to your organization's federal tax-exempt status since you were awarded this grant? If yes, please explain.

**D. Publicity**

1. Indicate how you publicly recognized the Women to Women Giving Circle of Illinois Prairie Community Foundation.

2. Attach copies of materials and media coverage.

**Help Us Improve**

1. Please share any suggestions you have to improve our Women to Women Giving Circle grant program.

_____ We hereby confirm that this grant was used only for charitable purposes and that the answers provided above are accurate to the best of our knowledge.

_____ We agree this report can be made public in our future educational grant-writing sessions about our grant program.

CEO/Executive Director/Board President: Date:

Report prepared by and title: Date:

Phone:

Email:

***Thank you!***