

915 E Washington St, Suite 2

Bloomington, IL 61701

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**Grant Final Report – 2023**

In preparing your Final Report, please refer to the Grant Application you submitted. You may access your application by logging in to your account at <https://www.grantrequest.com/SID_5839?SA=AM>. The Final Report must cover the grant period from June 1, 2023 to May 31, 2024 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. Thank you for your time in preparing this report.

Organization:

Program/Project name:

Amount awarded by IPCF: $ Amount expended: $

Today’s date:

**Please update your organization’s information**

Grant contact person: Phone:

Email address:

**Please list your responses in the same order as the questions that appear 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.**

1. Project Description
2. Provide a brief overview of the program including the population served and the timeline.
3. What community need (as described in your application) did your program address?
4. What is the overall goal of the program?
5. What were the three objectives you identified as most important for success of the program?
6. 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.)
7. How many participants did you expect to serve, and how many were actually served?
8. If the program changed in any significant way from how it was described in your Grant Application, please explain.
9. Describe any unexpected challenges or opportunities, you encountered and how you dealt with them.
10. Share anything else that happened during the grant period that impacted the program, either positively or negatively.
11. Evaluation
12. By what means did you determine if the identified objectives were met?
13. Do the results/findings you have obtained so far support the outcomes you anticipated? Were there unexpected outcomes?
14. As a result of your evaluations, are there elements of the program you will change if it continues? If so, what will you change?
15. Accounting
16. **Attach a grant accounting that shows actual income and expenditure information compared to the budget that you included with your application.**
17. Have there been any changes to your organization’s federal tax-exempt status since you were awarded this grant? If yes, please explain.
18. Publicity
19. Indicate how you publicly recognized Illinois Prairie Community Foundation.
20. Attach copies of materials and media coverage.

\_\_\_\_\_ 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.

CEO/Executive Director/Board President: Date:

Report prepared by and title: Date:

Phone:

Email:

***Thank you!***