# Final Report Requirements

# 2020 Annual Grants

Congratulations on your successful application to the Squamish Community Foundation (SCF).

All successful applicants are required to **submit a final report** upon completion of their project.

The purpose of the Final Report is:

* To ensure **accountability** of entrusted resources
* To report on the **impact** of our grants
* To **learn** from our experiences

SCF reserves the right to audit the project on completion or at intervals during the project. In addition, a member of our Board will follow up within one year of the completion of the project to interview the grant recipient to gauge the effectiveness of the project with the grant being made.

**Please use the attached Final Report Outline to self-evaluate your project.**

**Final reports must be submitted by March 31, 2021 to:** [**info@squamishfoundation.com**](mailto:info@squamishfoundation.com)

Should you have any questions about the Final Report requirements, please email us at [info@squamishfoundation.com](mailto:info@squamishfoundation.com).

**Get Social**

We want to share your story with our community! Please tag us on Facebook ([@SquamishCommunityFoundation](https://www.facebook.com/SquamishCommunityFoundation/)) when posting about your project or upcoming events. You can also keep us in the loop via email, and we’ll send updates through social media and/or our newsletter.

### SQUAMISH COMMUNITY FOUNDATION - FINAL REPORT OUTLINE

*Note: this report should be no longer than 1-2 pages. It is acceptable to answer in point form.*

**Name of Organization:**

**Name of Project:**

**Project completion date (if applicable):**

**Amount of grant:**

**Date report completed:**

1. Project Outcomes
   1. What were the expected outcomes of this project?
   2. How were these outcomes achieved with the SCF grant?
   3. Were there any unintended outcomes, or did you alter any aspects of the project as it evolved?
   4. Were there any significant challenges you faced in reaching your goals?
   5. What is the most important thing you learned from this project?
2. Community Impact
   1. What impact has the project had on the community?
   2. What impact has the project had on your organization?
3. Next Steps
   1. Do you expect to continue this project? Why or why not?
   2. Do you plan to apply for funding again from the SCF? Why or why not?
4. Project Coverage
   1. Did your project receive any media coverage, and if so, which outlets?
   2. Please attach a copy of any publicity materials, articles, brochures, photographs (with a signed release), which we can share in our annual report and newsletter.
   3. Please also attach any samples of documents where the SCF was indicated as a supporter.

**Please submit your completed report by March 31, 2021 to:** [**info@squamishfoundation.com**](mailto:info@squamishfoundation.com)

Should you have any questions about the Final Report, please email us at [info@squamishfoundation.com](mailto:info@squamishfoundation.com).