# Final Report Requirements

# 2021 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.

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

**Final reports must be submitted by May 1st, 2022 to:** **info@squamishfoundation.com**

Should you have any questions about the Final Report requirements, please email us at 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 significant challenges that your faced in reaching your goals?
2. Community Impact
	1. What impact has the project had on the community?
	2. How many people benefitted from your project?
	3. Please share an impact story about the project and how it affected any participant(s) and/or community members.
3. Next Steps
	1. How will this project continue (if applicable)?
4. Project Coverage
	1. Please attach a copy of any media coverage that the project received
	2. Please attach a copy of any marketing materials (i.e. brochures, reports, etc.), and any photos of the project that we can share publicly in our newsletter, blog, and annual reports. If attaching photos, please be sure to sign the additional Photo Release form (contact info@squamishfoundation.com).
5. Additional Documents - Budget
	1. Please submit a project financial statement against your proposed budget.

**Please submit your completed report by May 1st, 2022 to:** **info@squamishfoundation.com**

Should you have any questions about the Final Report, please email us at info@squamishfoundation.com.