

**United Way of Lunenburg County**

# Final Report Form

***This report is to be completed before applying for any new funding or at the project’s end.***

**Name of Funded Project:**

**Agency/Organization name and address:**

**Contact Person: Telephone #:**

**Date report was submitted:**

|  |  |  |
| --- | --- | --- |
| **Grant Amount** | **Period This Report Covers**  **From To** | |
| \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |

***Please respond to the following questions. Your responses should focus specifically on the funded project or program.***

|  |  |
| --- | --- |
| 1. **Referring to the outcomes and indicators described in your original grant request:** | |
| **Questions** | **Responses** |
| 1. What were your major accomplishments? (Please list your expected outcomes, as stated your proposal, in this space and the actual outcomes in the Responses column.) |  |
| 1. What measures did you use to determine your progress? |  |
| 1. If applicable, how many people did your project serve (compared to the estimated population size outlined in your proposal)? |  |
| 1. If you did not receive full project funding from all sources stated in your proposal, please explain how you adjusted your project. What impact, if any, did this have on your project? |  |
| **2. Referring to the Impact Areas you selected to address from those outlined as criteria for United Way support:** | |
| **Questions** | **Responses** |
| 1. Explain how your project was successful in addressing these impact areas. |  |
| 1. What difference has this project made for the individuals involved? |  |
| 1. What difference has the project made in the community? |  |
| **3. We are interested in learning about challenges that you may have encountered as you implemented your project and how you handled them.** | |
| **Questions** | **Responses** |
| 1. Describe any challenges that you encountered during the project period. |  |
| 1. How did these challenges affect/influence your work? |  |
| 1. How did you address these challenges? |  |
| **4. Please share the lessons learned from your work.** | |
| **Questions** | **Responses** |
| 1. Please describe any unexpected outcomes that you encountered during the project? |  |
| 1. What would you do differently another time? |  |
| 1. What advice would you give others who may be contemplating a similar undertaking? |  |
| **5. If the project involved partnerships or collaborations with other organizations or individuals, please describe the effects of this relationship on your project.** | |
| **6. If your project is to be ongoing, what steps have you taken to sustain it?** | |
| **7. Please attach the actual income and expenses, including:**  a. Project Revenue. Identify project income from all sources.  b. Project costs. Identify those covered by the United Way grant. | |
|  | |

Thank you for completing this final report.

Please forward it to:

United Way of Lunenburg County

[office@lunenburgcounty.unitedway.ca](mailto:office@lunenburgcounty.unitedway.ca)

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