

Final Grant Report:

Sample Report Questions



All grantees must submit a final report detailing the impact and outcomes of their Walters Family Foundation-funded initiative.

Please submit your final grant report 45 days after conclusion of the grant period through the [online portal](#). Refer to your grant agreement letter for details about your reporting schedule.

Grant Funds

Were grant funds expended as budgeted? Are there any grant funds remaining? Please elaborate.

Outcomes

What specifically were you able to achieve as a result of this grant? Describe the results made towards meeting the goals and objectives outlined in your original application. If any of the goals or objectives were not met or changed, please explain why.

Impact

Did the project achieve the application's stated impact? What benefits or improvements did this grant have on your constituency and/or the community? Were there any unanticipated positive results? If applicable, please also quantify how many children, youth, adults, or families were served by this project.

Impact Metrics

Now that the grant is complete, please provide your final results for the impact metrics stated in your grant application and grant agreement.

Challenges

What internal or external challenges did you face in connection with this project? How did you address those challenges? Were the challenges mitigated or resolved?

Lessons Learned

What are the most important lessons learned during this grant period? What did you do particularly well? What might you have done differently? Did the project add to the knowledge of a subject or field, or improve your organizational service delivery? If a formal evaluation was completed, please upload document.

What's Next?

Share your specific plans for future work on this project. Have you sustained or will you sustain the project operations, benefits, momentum, and spirit of this project? How do you intend to fund this project going forward? What additional funders have committed support for this project, and at what level?

Share a Story

Please share a story that you think best represents the impact of this grant.

Additional Information

Are there any important changes or pertinent information about your organization or project that you would like to share with us? What feedback would you like to share with the Walters Family Foundation to help us improve our grantmaking effectiveness?

How can we help?

If you would like any assistance, please reach Libby Levy, Director, by phone at (248) 205.1390 or e-mail at libby@waltersffmi.org

Required Documents

- Project budget-to actual: Upload a final itemized budget comparing the original budget, actual budget, and allocation of Walters Family Foundation funds using the grant reporting form provided
- Current year organization budget
- Most recent audited financial statement, if applicable
- Project photographs
- Evaluation report, if applicable
- Other supporting documents (i.e. reports, articles, etc.)