



Education, Access and Research for Cancer Prevention

GRANT FINAL REPORT

Grant recipients are required to submit a final report within 30 days of their project end date. Report information is necessary for project evaluation and to ensure accountability. It is also a valuable learning tool; so, we greatly appreciate your thoughtful review of your project experience.

Project Narrative and Financial Reports are required. The signature of your Executive Director or other authorized officer must be included.

Organization: _____

Project Title: _____

Grant Amount: _____

Grant Dates: From: _____ To: _____

Name of Preparer: _____

Email: _____ **Phone:** _____

PROJECT NARRATIVE REPORT

1. Please briefly describe project activities. For educational programs, provide broad topics covered.

2. What were the expected objectives and goals for this project and to what extent have they been achieved?

3. Based on your evaluation, what have been your key findings and the principal impacts of the project in relation to community needs?

WINDSONG CARES FOUNDATION GRANT FINAL REPORT (Continued)

4. Please describe your future plans for this project, including programmatic changes and sources of funding.

GRANT FINANCIAL REPORT

1. Using the form below, please provide your budget with categories as it appears in your grant agreement and your actual grant expenditures for each category. Unspent grant funds must be returned to the WINDSONG CARES FOUNDATION. *

Budget Category	Budgeted Amount	Actual Expenditure	Unspent Funds*
Total			

2. Please describe any budgetary changes you would make, if any, if you were to provide the same or similar program.

ADDITIONAL MATERIALS

You are welcome to attach additional statistical or evaluative information to this report.

SIGNATURE

On behalf of _____, I submit this Final Grant Report and confirm that it is complete and accurate.

Print Name and Title

Signature and Date

SUBMITTAL

Please email a PDF of your report to Sheila Miller at smiller-windsongcares@windsongwny.com. or mail it to the WINDSONG CARES FOUNDATION, 55 Spindrift Drive, Williamsville, NY 14221.