

## **Interfaith Council Social Action Committee of Sun City Center, Florida Instructions for Final Report of an Implemented Grant**

**Note to applicant:** The final report is due no later than one year from receipt of funding. The following items are **required**. None of the sections are optional.

### **(1) A narrative description.**

Simply explain here in complete sentences (i.e., not in an outline form) how you actually used the grant funds.

### **(2) A line item budget.**

Include here specific information showing how the funds were dispersed. You must include the line-item budget from the description section of your application form with an additional column on its right, making it a three column budget. In the added column, list the actual expenditures for each line item. If the total amount of proposed expenditures in your application is more than \$100 of the actual amount spent, then you must return the overage.

### **(3) The results of your evaluations.**

You may recall that the application form asked you to be as specific as you could, mentioning in particular who was to do the evaluating. The resulting evaluations should present here both your clients' and your own opinions regarding how well the project succeeded in meeting your documented need. Additional third party evaluations are especially encouraged. Surveys and focus groups are two ways you can conduct an evaluation.

### **(4) Copies of all of your promotional materials.**

The committee feels promotion is of paramount importance because it makes our community aware of the good work being done in its midst. You may recall that the directions in the application form asked you to describe how your organization will promote and publicize our support. The Sun City Observer, the Sun City News, the Sun City Center Facebook Page, your own organization's Facebook page, the Brandon Section of the Tampa Bay Times are examples of media that will accept your publicity. You also can insert an article in your organization's newsletter, make announcements at dinners or meetings of your organization, and include the Interfaith Council's logo in your organization's communication instruments. Photos are especially encouraged because they tend to draw attention to publicity articles.

### **(5) Any additional information**

You may insert here any information we have not specifically requested, but additional information you feel will help the committee understand the success of your project.

**Note:** If, in the opinion of the committee, the final report shows that you applied the funds inappropriately to other than the proposed items in your grant application, then we may seek return of some or all of the granted funds.

You may request help from the committee in filling out the final report, but be sure to do so when there still is sufficient time remaining to revise the report.

**What to do with a printed copy of the final report form**

You have two options, but we much prefer a printed copy.

**Option one:** Retype the form in a word processing program (such as Microsoft WORD) and then fill it out on a computer.

**Option two:** Rewrite the form by hand as accurately as you can and then fill out each section in hand. You need to rewrite the form because the space between sections varies according to how much space you use to provide the required information, and the form, which is simply a model, provides of necessity the same space between each section.

**What to do if you download a PDF copy of the final report form**

Either convert it into a word processing document (such as Microsoft WORD) or, if you don't have a program that can make the conversion, then retype it as accurately as possible in a word processing document and fill it out on a computer. You also can follow the directions for hand writing the application.

**Note: You cannot fill out the form online**