



Lancaster County
*Community
Foundation*

Grant Completion Report

Congratulations on (almost) completing your project! Please fill in the outcome chart and answer the questions below.

Organization:

Project Title:

Submission Date:

Narrative Questions:

1. What are you most proud to report as your accomplishment(s) in relationship to your organization's completion of this program over the last 12 months?
2. How has the funded program affected at least one of the following strategic areas of creating extraordinary community; increased social capital, increased knowledge sharing, increased civic engagement and/or contributed to sustainable environment practices/public health?
3. Was the impact of the program on your organization and/or your clients greater or less than you predicted in your original proposal? What variables affected the impact?
4. Did your organization encounter any collaboration-related challenges with other non-profit agencies during the program? Explain how your organization overcame those challenges.
5. Did your organization spend the full amount of your grant request on the program as outlined in your request to the Foundation? If not, please describe the internal/external variables that contributed to the discrepancy.
6. What advice do you have for other non-profit organizations pursuing a similar program? What would your organization have done differently in hindsight?

Outcome Chart Directions: The outcome chart intent is to add data over time starting with baseline data included in your original proposal. **Submit the report in electronic format to David Koser, Program Associate, via david@lancastercountyfoundation.org.** We do prefer electronic copies. If you have questions, please contact us at 717-397-1629.

Example Outcome Chart

Column A	Column B	Column C	Column D	Column E	Column F
Baseline Data (Statement of Need from Original Proposal)	First 90 Days Accomplishments (Short Term Outcome)	Second 90 Days Accomplishments	Third 90 Days Accomplishments	Program Accomplishments (entire grant period)	Successes Toward Creating Extraordinary Community (Long Term Outcome)*
	Outcome 1:	Outcome 1:	Outcome 1:	Outcome 1:	Contribution:
	Outcome 2:	Outcome 2:	Outcome 2:	Outcome 2:	
	Outcome 3:	Outcome 3:	Outcome 3:	Outcome 3:	
Notes:					

*Successes Toward Impact (should denote long term accomplishments towards Community Foundation’s core purpose of creating extraordinary community; refer to competitive grant guidelines if needed)

Invoices for funds already awarded are required along with a completed Final Report. Please check one of the following.

- We have attached electronic copies of invoices to this email (PREFERRED).
- We have mailed hard copy invoices to the Lancaster County Community Foundation at 53 West James Street, Suite 101, Lancaster, PA 17603.

Grant Completion Checklist

Completion invoices should include all of the following which are applicable to your original proposed program budget:

- Competitive Funds Completion Report is completed
- Appropriate salary documentation for staff involved in program (i.e.-summary of salaries expense report, copies of paychecks, etc) is provided to Community Foundation
- Receipts for materials/items purchased is provided to the Community Foundation
- Itemized consultant invoice including dates and type of services is provided to the Community Foundation
- Receipts/documentation of expenses related to purchases included in your original budget is provided to the Community Foundation