

# VALENTINE FOUNDATION

## Final Grant Report Guidelines

Please answer the following questions in a brief narrative report not to exceed two pages. The report is due December 15<sup>th</sup>. Future funding is dependant on completing and filing reports in a timely manner.

### Program:

What was proposed?

What did you accomplish?

Was your project or organizations activity successful?

How do you evaluate/determine success?

How many did you expect to serve, and how many did you reach?

Explain any challenges you encountered and how they were addressed.

Note any organizational changes that took place during the period of the grant.

If this program supportd a program for women, describe its advocacy component and how it contributed to changing attitudes, policies or social patterns.

### Financial:

For a general operating support grant, please provide an organizational financial report.

For a project support grant, please provide a full project expenditure report, and describe how the funds were used.

Was the grant solely for the purpose designated in the grant award letter?

November 2007