

SAMPLE
IMPACT100 PHILADELPHIA
Final Grant Report

Refer to your **Grant Agreement** for report due date. Please provide the information requested below and submit the report on your organization's stationery.

1. How does the project for which you received an Impact100 grant fit into your organization's mission and goals?
2. List the primary goals identified in your proposal and describe the accomplishments made toward meeting each goal, including specific examples.
3. Explain, in detail, any variance from your goal(s):
 - Describe any unanticipated challenges encountered and how you addressed them.
 - If applicable, explain why any planned objectives were not attained or why scheduled activities were not implemented.
4. What impact did the Impact100 Philadelphia grant have on your organization, the target population, and the community at large?
 - When possible, please quantify such impact and provide specific examples that illustrate the success of the project.
 - What are the most important outcomes and lessons learned from this project?
 - How will you use what you learned to inform future work?
 - If you were to undertake this project again, would you do anything differently? Explain.
5. What steps, if any, are being taken to ensure the sustainability of your project beyond this grant period?
6. Please submit a detailed project financial report with revenues and expenses, in a side-by-side comparison with the project budget submitted in your Impact100 grant application.
 - Indicate actual project expenses for each line item (spent or encumbered as part of project's operations).
 - Indicate and explain any variances or changes from the project budget approved in the Grant Agreement.
 - Update funding sources for the project, other than the Impact100 grant. Were additional funds received for either your project or your organization as a result of the Impact100 Philadelphia grant?
7. Please share any suggestions about how Impact100 Philadelphia could improve its grant-making process.

Executive Director-signature & date

Project Director/Manager-signature & date

Print Name

Print Name