

FINAL REPORT GUIDELINES

An important requirement of any grant from the Community Foundation for Southeast Michigan is the submission of a Final Report. The due date for your Final Report is indicated in the Terms of Grant agreement. All correspondence should reference the grant number and Final Report due date.

A Final Report should contain the following elements:

1. A cover letter indicating that all the grant funds were expended in accordance with the Terms of Grant agreement.
2. A description of how the proposed program was implemented.
3. A review of how the grant funds were spent, including a detailed final budget showing all expenses. **Please note that the Foundation expects that you will spend the grant as proposed in your application. If you wish to adjust the budget, you must contact the Foundation for approval.**
4. An evaluation of the success of the program. Were the objectives of the program met?
5. A statement indicating your future plans for the program.

Please feel free to include any additional information concerning your program or your experience with this grant that may be of interest to the Foundation's trustees.

All reports can be sent to the following email address: applications@cfsem.org

Updated on July 17, 2015