

## Manatee Community Foundation Final Report of Grant Expenditure

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A final report of grant expenditure must be completed and returned to the Manatee Community Foundation as soon as all funds have been expended or 13 months from the start of the grant period, whichever comes first. The grant period begins on the date MCF's check is mailed to the grantee organization. If the organization wishes to extend the grant period, it must secure permission to do so by writing to Executive Director at the address below.

Include the following information in the Final Report of Grant Expenditure:

1. Organization name, address, and email address
2. Grant number
3. Amount of grant
4. Description of grant
5. Name and telephone number of person administering the grant
6. A financial accounting of how the funds were expended including receipts and invoices (of expenditures over \$500) signed by a person with fiscal authority – Treasurer, CFO, CEO.
7. **Outcomes Measurement** is a tool all agencies should use to ensure effectiveness of their programs. Please address the following *as/if applicable*:
  - Program/project goal: A broad statement that describes what you accomplished with the funding.
  - Outputs: Direct products of program/project operation (e.g., number of classes taught, number of participants)
  - Outcomes: Benefits to participants during or after participation in the program/project.
8. A candid assessment of the strengths and weaknesses of the project. This evaluation will help us as a foundation to improve our grantmaking.
9. Provide an explanation of changes you are making or considering as a result of analyzing your outcomes measurement data.
10. Publicity generated from or for your organization about this grant award, if applicable (enclose newspaper clippings, newsletter articles, photos, etc.)
11. A story or anecdote about someone or some group that has experienced a positive outcome because of the grant.

Completing this Final Report is a very important responsibility of a grantee. An incomplete, late or missing report may delay opportunities to apply for grants in the future. Thank you for your attention to this detail.

Please call Marilyn Howard at (941) 556-5444 if you have any questions.

Mail completed report to: Marilyn Howard, Executive Director  
Manatee Community Foundation  
3103 Manatee Avenue West  
Bradenton, FL 34205