**Sherwood Foundation**

**Program Grant Final Report** – this Word document is a tool for cut & paste purposes to make a final submission easier. Final submission links are on the “Reports” tab on the homepage of our website.

Organization Name

Grant Title (from your Grant Agreement)

Grant ID# (from your Grant Agreement)

Grant Amount

Primary Contact

(please notify the Foundation if this has changed)

Attach a year-to-date financial statement for this grant-funded program with Actual vs. Budgeted numbers for the program.

Please explain actual-to-budget variances. [250 words]

Provide name of funding sources and dollar amounts for the major gifts/grants secured for your program. [250 words]

Was the program implemented as planned? What programmatic changes were made? Were there challenges that impacted the program and, if so, how did you address them? [250 words]

Attach the program evaluation report if available.

List the top three program goals as stated in your application and describe your progress on these goals. [250 words]

Indicate numbers served by this program.

Calculate the cost per number served (or the cost per participant).

Provide any relevant updates to staff and their responsibilities related to this program. [250 words]

Explain steps you have taken towards program sustainability. [250 words]

Anything else you want to tell us? [250 words]