**Final Report for** **Community Grants**

**We are excited to learn how your project went!**

The Community Foundation for Kingston & Area value and recognize the importance of capturing and applying lessons learned to guide future granting. Even if your project/program did not go according to plan, we appreciate the opportunity to learn from your experiences.

**Please contact the Grants Coordinator at** **grants@cfka.org** **or 613.546.9696
if you have questions or require assistance.**

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| **SECTION 1: RECIPIENT INFORMATION** |
| Name of Organization |
|  |
| Project Title |
|  |
| Name of Primary Contact | Email Address |
|  |  |
| Community Grants Round (e.g. Spring 2022) | Date of Project Completion |
|  |  |
| **SECTION 2: OVERVIEW** |
| Tell us what you did and how it turned out. Were the outcomes what you expected? Please explain. |
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| **SECTION 3: PROJECT IMPACT** |
| **Overall Impact** |
| If you had one story you could tell to highlight the impact of your grant, what would it be? When possible, please include or attach quotes and photos with consent to share. |
|  |
| Do we have consent to publicly share all the stories, quotes, videos, and photos included in and attached alongside this report? | [ ]  Yes[ ]  No |
| **Partnerships** |
| Did your organization form new partnerships and/or strengthen existing partnerships as the result of this grant? | [ ]  Yes[ ]  No |
| If yes, explain how these partnerships have developed or grown and how these partnerships may impact the community you support in the future. |
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| **Sustainability** |
| Will the project/program continue in the future in some way? | [ ]  Yes[ ]  No[ ]  Not Applicable (e.g. single event or equipment purchase) |
| Examples of how a project/program may continue include: * Securing/secured new funding source
* Reusing or continue using materials and templates from your project/program for another initiative
* Embedding aspects of the project/program into core services
* Developing or strengthening new partnerships
* Improved policies or knowledge that will guide future initiatives
* Exploring new models to provide a similar service
 |
| Please explain why your project/program will or will not continue.  |
|  |
| **SECTION 4: LESSONS LEARNED** |
| Did your organization experience any challenges throughout this project/program? If so, what strategies did you implement to address these challenges? Were they successful? |
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| May we connect you with other grant recipients to share successes and learnings if the opportunity arises? | [ ]  Yes[ ]  No |
| **SECTION 5: METRICS** |
| Projected Number of Individuals Impacted From the Grant Application |  |
| Actual Number of Individuals Impacted |  |
| If applicable, explain the reason for the difference. |
|  |
| Projected Number of Youth Impacted From the Grant Application |  |
| Actual Number of Youth Impacted |  |
| If applicable, explain the reason for the difference. |
|  |
| **SECTION 5: ADDITIONAL INFORMATION** |
| Is there anything else you would like to share? |
|  |

Final reports are due within 30 days of project completion. Send this report by email to **grants@cfka.org** **and** include the following items:

[ ]  Any photos and/or videos with consent to publicly share
[ ]  Any materials, articles, and/or publications (e.g. posters, pamphlets, etc.) that featured this grant with acknowledgement of CFKA funding
[ ]  Any additional items you would like to share such as quotes, anecdotes, testimonials, letters, etc.

Expect an email confirming receipt of your final report within **one week**. If you do not receive a confirmation of receipt email, please follow up with the Grants Coordinator at grants@cfka.org or 613.546.9696.

**Thank you for submitting your final report. The information you have shared will benefit the Community Grants Program and help us understand how to better support the community.**