

Western Lane Community Foundation  
**Grant Activity Final Report**

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_ Our project/program is finished and funds were spent as approved. *Complete 1, 2, 3, 4, 5, 6, 7 below and return to WLCF on or before September 30, or*

\_\_\_\_ We are requesting an extension in the completion of our grant OR an amendment to our funded project budget. *Complete 8, 9 below and return to WLCF immediately, or*

\_\_\_\_ Our project/program has been cancelled or will not be completed as requested in our grant. A check in the amount of \$\_\_\_\_\_ is enclosed.

1. To what extent have the goals of your project/program set forth in your application been achieved? Provide a summary.
2. How did you measure the success of this project/program. What were the quantitative results?
3. If this is a continuing project/program, has funding been secured for the future and how much?
4. How did your organization acknowledge WLCF's award? Please attach a copy of what was published.

***Your success stories are important.*** Please take a moment to complete 5, 6 & 7 so we may incorporate with other success stories and use to demonstrate the value of local grants to prospective funders.

5. Tell us about a particularly ***successful aspect*** of your project that you think other organizations should know about.
6. Tell us about a specific ***participant*** who really benefited from your project.
7. Include a photo with captions that shows your ***project in action***. (Inclusion of photo grants WLCF permission to use photo in print and posted materials. Photo credit will be included where possible.)

***If requesting an extension or amendment to the project budget, please complete below and return to WLCF immediately. Please attach all related documents for our review and consideration.***

8. When did you learn of the need to ask for an extension or amendment?
9. For what reason/s are you requesting an extension or amendment to your project budget? Please be very specific.