COMMUNITY ACCESS CAPITAL GRANT

FINAL REPORTING GUIDELINES

Grant Final Reports are a substantive record of your grant project and how it met the outcomes set forth in your original proposal. The Final Report is due within thirty (30) days after the expiration of the Grant. Please refer to Section 11, Term of Agreement, of your grant Contract Agreement for the expiration of the Grant.

FINAL REPORTING REQUIREMENTS

There are seven (7) steps to the Programmatic Section and three (3) steps to the Financial Section of the Final Report. You must complete all sections before submitting it to the MHCRC for it to be considered complete. Once submitted to the MHCRC you cannot make edits or additions to your report.

- Programmatic Section – Step 1: Provide a summary of the Grant project purpose, including a statement of the anticipated outcomes. The summary should include: the specific need(s) or problem(s) your grant project is intended to address; the proposed solution and process for addressing the need or problem (meaning your grant project); and the desired outcomes that you are evaluating for your project.

- Programmatic Section – Step2: Describe the major project activities that took place throughout the life of your project and how these activities contributed to the realization of the original project purpose and outcomes. Be specific.

- Programmatic Section – Step 3: Outline your evaluation process, including evaluation tools and methods. Detail how the evaluation of your project was integrated into your overall project timeline (e.g. evaluation activities you conducted during your project to continually evaluate progress and effectiveness in order to make mid-project corrections or adjustments). In addition, provide an analysis as to whether or not your chosen evaluation tools and methods were effective in providing credible data for you to evaluate your desired project outcomes and public benefit/community impact. Describe the results of your evaluation. Include data collected and analyzed. Explain the extent to which desired project objectives were realized based on data analysis. Review the Public Benefit or Community Impact originally identified for your project and describe how the project addressed this grant criteria (in the context of your project evaluation). Detail lessons learned and things you might do differently next time. Use both descriptive information and data analysis if possible.

- Programmatic Section – Step 4: Describe project outcomes that were beyond the outcomes originally identified.

- Programmatic Section – Step 5: Provide the original implementation plan and timeline. Detail both activities that correspond closely with your original implementation plan and timeline in addition to identifying activities or milestones that did not.

- Programmatic Section – Step 6: Describe events (both anticipated and unanticipated) that had a significant effect on the Project, either positively or negatively.

- Programmatic Section – Step 7: Will the Project continue beyond the term of this Grant? Did the Project leverage additional resources (i.e., foundation grants, user fees, in-kind donations, government funding, etc.) that were not originally anticipated?

- Financial Section – Step 1: Provide a line item accounting, in context of the original grant budget, of the expenditures incurred during the Project term; including both Grant fund and Matching fund expenditures. The Final Financial Report should encompass your entire Project term.

- Financial Section – Step 2: Provide a clear narrative of the expenditures incurred for each line item identified in Step 1.

- Financial Section – Step 3: Provide a clear explanation of any expenditure that substantially differs from the original Grant budget.

OTHER INFORMATION

The Commission has an ongoing interest in the effects and accomplishments of your project over the long term and welcomes updates on the continuation, dissemination or replication of your work after your grant is closed. Please send such information to Commission Staff.