

Friends Foundation for the Aging
End of Grant Report Form

(limit 2 pages)

Grantee partners are asked to make periodic reports to the Foundation. Mid-year conversations-- replacing written reports-- will be done by phone/zoom. You may also be asked to present to the board during the year.

A final written report at the end of the grant using [this form](#) is expected no later than 12 months after receiving a grant (even if the program has run less than a year). These questions echo the ones asked in the grant proposal and conversations, so you should be brief. An organization wishing to be considered for subsequent year funding for the same project should use the [Report & Reapplication Proposal form](#) instead. Please reach out if you have questions—shoskins@friendsfoundationaging.org.

1. What problem were you addressing?
2. What solution did you propose to address it?
3. What actions did you take? What did you learn?
4. How do you know your actions had an impact? Please describe those who participated, outputs and outcomes. Stories or photos are welcome.
5. Is there anything else you would like FFA to know about this project?
6. Feedback on your interaction with FFA would be helpful.
7. Include a simple program budget/actual with income and expenses (eg. staff, program supplies, travel, etc)