

Baton Rouge Area Foundation

Grantee Final Report

Narrative Report

The narrative should refer to the original proposal submitted for funding consideration. **At the beginning of the report, please include the name of the organization which requested the funding, the contact person's name, the date approved, the amount of funding received and the date of the report.** The narrative report should summarize the following:

- What measurable objectives were established for the project at its outset?
- To what extent were these met or exceeded?
- How is the community different because of this project? Without this project, what would have happened? How did this project help to achieve broader community results?

Financial Report

Fiscal activity for the funded project should be summarized and actual expenditures and revenues compared to budget. Substantial differences from the budget as originally proposed should be explained, either in notes or in the narrative section. Please note that budget amendments must receive prior approved from the Foundation.

Additional Notes/Comments

In this section, you may summarize some or all of the following:

- How would the project be modified, if undertaken in the future?
- How would you characterize the project's effect on your organization's development?