



**Community Chest of New Britain and Berlin
Final Report Guidelines**

Agency Name: _____ Date _____

Person Submitting the Report: _____ Phone _____ Email: _____

Name of the project funded: _____ Grant Amount: _____

1. Please restate the expected results that were outlined in your original proposal.

2. Did you achieve these results? _____yes _____somewhat _____no

Please indicate the evidence you used to verify your degree of accomplishment:.

If somewhat or no, please explain why that occurred. We encourage you to look at what you could have done differently as well as to cite external factors that may have played a role:

3. For capacity building grants: What can you achieve with your new capacity that you could not achieve before?

4. Were there additional results or broader gains you achieved beyond those originally stated? If so, what were they and what evidence did you use to verify them?

5. Please name up to five things you are doing differently given the experience of this project. For each, please note how they are affecting your ability to get more results with the money available:

6. Briefly describe your next steps for this project (continuation, expansion, replication or termination):

7. Please include a financial report indicating your expenditures for the grant period.

8. Please enclose copies of any evaluations used to measure your results and a compilation of survey/evaluation responses.