



**2017 GiveOrcas Holiday Catalog Grant Program  
Final Report Instructions**

The final report should provide OICF with an overview of how the grant enhanced your organization. Please be concise; we want to minimize the reporting burden on grantees. Our hope is that grantees will use results as much for your own benefit as for ours. We are interested in hearing about your challenges as well as your successes.

**All Grantees Complete:**

1. Provide a brief description of the project funded by this grant (use info from your 2017 Holiday Catalog submission).
2. Explain how you have used the funds. Talk about what was purchased, how it was used, how many people it impacted, where your program was held, etc.

**All Grantees Receiving \$1500 or more Complete:**

3. Describe your project/program outcomes. What measurements can you provide?
4. Evaluate your project and discuss whether you would make any adjustments. What might you do differently in the future? What additional resources are needed for the continued success of the project/program? Any surprises?

Return completed report and proof of use of the funds by **October 15, 2018** to:

Orcas Island Community Foundation  
P.O. Box 1496, Eastsound, WA 98245  
Or email to [info@oicf.us](mailto:info@oicf.us)

**Note:** If your project will continue past October 15, 2018 please send an interim report and include an anticipated completion and final report date.