



**Annual Grant Program
2018 FINAL REPORT**

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.

Interim progress reports should include a brief update and the date when we can expect your final report.

Any grantee receiving \$10,000 or more will be asked to schedule a mid-term meeting. These meetings will be scheduled with an OICF staff or board member and a member of the Grants Committee at the mid-point of your project. Contact Kate Long (kate@oicf.us) if you have questions.

Complete:

1. Please provide a brief description of the project funded by this grant (use info from your application).
2. What problem/community need did you seek to address (cited in your application) and what are your results toward this end?
3. Describe your project/program outcomes. What measurements can you provide?
4. Discuss any changes or adjustments made to the cost/budget of the project as cited in your application.
5. 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?

Required attachments:

- Completed project budget and photocopies of invoices showing how the grant money was spent.
- Email up to five digital photographs documenting your project to info@oicf.us. By providing photos, you grant permission for OICF to use the images in future materials.

Return completed report and proof of use of the funds by **January 18, 2019** to:

Orcas Island Community Foundation
P.O. Box 1496, Eastsound, WA 98245
Or email to info@oicf.us

Note: If your project will continue past the January 18, 2019 please send an interim progress report and include an anticipated completion and final report date.