



**2019 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 2019 Holiday Catalog submission).
2. Explain how you have used the funds. Include a brief budget that describes what was purchased, how it was used, how many people it impacted, where your program was held, etc.
3. Thinking about your experience in the GiveOrcas Holiday Catalog, please describe your outreach process to donors, and whether or not you found success. What worked, and what would you change? This info will help us improve the process going forward.

All Grantees Receiving \$2000 or more Complete:

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?
5. Describe your project/program outcomes. What measurements can you provide?

Return completed report and proof of use of the funds by **October 15, 2020** 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 October 15, 2020 please send an interim report and include an anticipated completion and final report date.

If you have any questions, contact Kate Long (kate@oicf.us or 360-376-6423).