



New Instructions for Final Grant Report

Please note that Victoria Foundation has adopted a new streamlined reporting requirement for all final reports, except summer program grants. A final narrative report of no more than two pages should now be sent electronically to finalreport@victoriafoundation.org no later than the due date in the original award letter. Please follow the format below for your final report. You may download this report form from the 'How to Apply' section on the homepage of our website: www.victoriafoundation.org. Unless you have a new audit or Form 990 that was not previously submitted, please **do not mail** any hard copy materials to the Foundation as report addendums (i.e. newsletters, CDs, annual reports).

1. Briefly summarize progress made with respect to each of the benchmarks delineated in the original award letter since the submission of your interim report.
2. If you received a project-specific grant, please describe any setbacks, challenges, opportunities or changes that have taken place since the submission of your interim report that have impacted your project in any way.
3. What challenges, transitions and/or opportunities have occurred in the past six months that impact the day-to-day operations of your organization?
4. Describe any measurable changes/key results that have occurred related to your target population or areas of concern as a direct result of Victoria Foundation's grant support.

Final Financial Reporting

5. If you received a project-specific grant, please attach as page three a final financial report with two columns indicating the "proposed budget" and the "actual expenses"; make sure it also includes all income sources (not just the VF grant) and all expenses related to the project for the grant year. Please include a brief statement about the challenges and/or opportunities related to the financials of this project.
6. If you received a general operating support grant, please report on the organization's most recently completed fiscal year. Tell us what your operating deficit or surplus was for the year, and how you managed any deficit. Briefly explain how you utilized the Victoria Foundation grant. Please include a brief statement about the challenges and/or opportunities related to the overall financials of your organization.