SECTION 1- INSTRUCTIONS

Due to a technology gap, we kindly request final report submissions for 2023 through Survey Monkey. We apologize for any inconvenience caused and appreciate your support as we complete our tech conversion this year.

Please submit your final report online **by 5:00pm on December 1, 2023.** The report must be completed in one session, without the option to log back in. If you leave the report, you will have to start from the beginning again.

On the last page of the report, you will find instructions to:

1. **Email a budget** report showing both budgeted and actual income and expenses for the program/project/activity to date.
2. **Email photos** of the the program/project/activity.

Email materials or questions to Lori Boegershausen, Grants Manager, at **Lori@SpringfieldFoundation.org.**

SECTION 2 - GENERAL INFORMATION

* 1. Organization Name

[   ]

* 2. Program/Project/Activity Name

[   ]

* 3. Grant Number

(Can be found on your grant agreement and will look to 20220112)

[   ]

* 4. Grant Amount

($0 to $50,000)

[   ]

If any of the information below has changed since the grant application was submitted last year, please provide updated information; otherwise, skip to the next section.

5. Contact Information

Name of Contact Person	
Organization Address	
Address 2	
City/Town	
State/Province	
ZIP/Postal Code	
Email Address of Contact Person	
Phone Number	

6. Significant Board and/or Staff Changes

(Max Number of Words 200)

SECTION 3 - RESULTS

* 7. Demographic Information

(For the one year grant period, how may people have been served by this program, project, activity? Please include age/demographic information of the population served if applicable.)

* 8. Has the program/project/activity varied from your initial plans?

○ Yes

○ No

9. If you answered yes above, please tell us about any changes that were made to the originally proposed program/project, and why it was necessary to makes these changes. If no changes, type N/A in the textbox.

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When you submitted your Grant Application, you were asked to identify 1 to 3 outcomes to be achieved during the one year grant period. Please list each outcome and report the accomplishments toward each outcome below.

* 10. Outcome #1:

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* 11. Outcome #1 Actual Results:

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12. Outcome #2:
(Optional)

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13. Outcome #2 Actual Results:
(Optional)

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14. Outcome #3:

(Optional)

15. Outcome #3 Actual Results:

(Optional)

SECTION 4 - FINANCIALS

16. Describe "In Kind" budget items and/or provide an explanation of variances of 20% or greater from the original budget.

* 17. Will this project be continued beyond the current grant period?

◯ Yes

◯ No

18. If you answered yes above, please explain how it will be funded once these grant funds are expended.

SECTION 5 - FINAL REFLECTIONS

* 19. What factors contributed to the success or impeded the progress of your project or program?

(Max Number of Words 250)

[ ]

* 20. What would you do differently?

(Max Number of Words 250)

[ ]

21. If you would like to provide any additional information about the program, project, or activity, please do so in the textbox.

(Max Number of Words 300)

[ ]

* 22. In what ways have you shared your experience and publicized this grant?

(Max Number of Words 100)

[ ]

SECTION 6 - ITEMS TO EMAIL

Please email the Grants Manager at **Lori@SpringfieldFoundation.org** with the following information:

Budget Report: Send a budget report via email that includes both budgeted and actual income and expenses for the program/project/activity to date. You can either use your own report format or use the Springfield Foundation's Budget Reporting Form, which is available by clicking here.

Photo Submission: Provide a suitable photo that can be used in a newsletter or other printed publication. Please send the photo to Lori@SpringfieldFoundation.org