**NORWIN S. AND ELIZABETH N. BEAN FOUNDATION**

**FINAL GRANT REPORT**

**Name of Organization:**

**Contact Person:**

**Address:**

**City: State: Zip:**

**Phone: ( ) Email:**

**Grant Number:**

**Date Awarded: Amount Awarded:**

*You can find your grant number, date, and amount awarded in the grant award letter and Terms of Award which the Foundation mailed to you when the grant was made.*

Final grant reports are due twelve months after an organization receives a grant award check. We rely on your candid reports and are as interested in what did not work as what did. While we understand the wish to focus on success, we respect the insight involved in also sharing hard lessons learned so we can all benefit from those lessons. Your grant report should be based on the plans described in your original proposal narrative.

Completed grant reports should be emailed to [KCook@BeanFoundation.org](mailto:KCook@BeanFoundation.org). Please use “Grant Report” in the subject section of the email.

Please respond to the following questions using up to two pages total, not including the cover page.

1. What happened?

Referring to your original grant request, what were your major accomplishments? What impact did this grant have in your community? What is the one most significant story you can tell about the work funded by this grant?

1. What did you learn?

What did you learn as a result of this grant? What were the unexpected obstacles or results, either positive or negative?

1. What happens next?

What are your future plans for sustaining this program or project?

1. Accounting

Your report must also include a budget for the grant which compares your actual expenses with what you proposed in your original application. Please include the budget with your email to us.

1. Feedback

Do you have any suggestions about how our grant process could serve you better?

**THANK YOU!**