

Davis Family Foundation Grant Completion Report

Grantee:

Contact:

Project Title:

Date Awarded:

Amount Granted:

Returned Funds:

The Trustees of the Davis Family Foundation are very interested in the results of your project and require that you provide a completion report. If the project is not completed within 12 months of receipt of funds, please provide a brief written progress report in the interim.

1. **What were your original goals and projected outcomes for this project? Please report what was achieved using the criteria stated in your proposal (for example, data or statistics collected, or other measurable outcomes).**

2. **How did your project impact the community or your target population? Please provide a short description and relevant statistics if available.**

3. **Did you encounter any unexpected obstacles or opportunities in carrying out your work? (Please explain.)**

4. **Based on the answer you provided for question #3, did these obstacles or opportunities cause you to make any significant changes to the original project proposal? For instance, were changes made to the project budget, timeline, partners, or expected results? If so, please describe below.**

5. **How were the Davis Family Foundation grant funds spent? Please attach an itemized expense summary comparing actual expenses with your original budget.**

6. **Did our grant attract other funding for your project? (Please explain.)**

7. **Did our grant, in combination with funding from other sources, result in excess funding for your project?**

8. **If applicable, how do you propose to provide adequate funding for this project in the future and what are the next steps in its development?**

9. **In an effort to improve our grantmaking, we welcome any additional comments you wish to make regarding our grant application, award notification and post-grant reporting process.**