



## **Grant Completion Reporting Instructions**

The Trustees of the Davis Conservation Foundation are very interested in the results of your project and require grantees to provide a completion report within 12 months of receipt of funds. If your project is not complete, please contact the Grants Manager via email or phone to provide a progress report on your activities, including your project's expected completion date.

All reports must be submitted through the Foundation's website. If you completed the application online, your report is already available to you in the portal using the account login that you used to apply. Additionally, reminder should be automatically sent from our portal to your inbox 30 days prior to due date, and 1 day after due date. You may contact Foundation staff to have this report link manually sent to you or a colleague's email address at any point.

We recommend using this document to work, and cutting and pasting your answers into the completion report form.

### **Instructions:**

- Navigate through the report by clicking on the page title tabs at the right side of your screen.
- Fields marked with a red \* are required.
- When cutting and pasting from a Word Document, formatting like bold, bullets, underlining etc. will not carry over.
- You will have the opportunity to review your completed report on the final page. Select the SUBMIT button to send your completed report to the Foundation. You will receive an email confirmation.

You will be asked to submit a budget comparing the full original project budget with actual income and expenses and to briefly answer the following questions:

- To what extent were the original goals and objectives for this project achieved?
- How did your project impact the community or your target population? Please provide relevant statistics if available.

- Did you encounter any unexpected obstacles or opportunities in carrying out your work? If yes, did these obstacles or opportunities cause you to make any significant changes to the original project proposal? For example, were changes made to the project budget, timeline, partners, or expected results?
- How were the Davis Conservation Foundation grant funds spent? Please attach an itemized expense summary comparing actual expenses within your original budget.
- Did our grant attract other funding for your project? If yes, please explain the other funding.
- Did our grant, in combination with funding from other sources, result in excess funding for your project? If yes, please explain the excess funding.
- 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?
- 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