**Women’s Bar Association Foundation**

**FINAL REPORT TEMPLATE**

1. **Executive Summary**
2. Report date:
3. Organization name and contact information:
4. Federal tax-exempt number:
5. Name, title, telephone number, and email address of CEO or executive director:
6. Name, title, telephone number, and email address of contact person for this report (if different)
7. Dollar amount of this grant:
8. Funding period of this grant:
9. Period that this report covers, if different:
10. Signature of executive director or other authorizing official
11. **Narrative**
12. What progress have you made toward achieving the results you described in your proposal during this period? What evidence do you have to demonstrate your success? If you did not achieve your intended results, why not? During the course of the project, did anything transpire that differed from what you anticipated?
13. What impact did the grant have on the population you serve? Your staff? The community? (please specifically address the impact on women and girls)
14. What do you consider to be the greatest strength(s) of your work? What do you consider to be the most important concern(s) – apart from finances – currently facing your organization (or project, if you received project support)?
15. Have there been any significant changes in your organization or the project since the grant was awarded (i.e., executive leadership, staff, facilities, location)?
16. As applicable, describe any plans for moving forward. What, if anything, will you do differently?

**III. Finances**

1. Include a copy of the proposed budget included in your grant request and a copy of your actual budget.
2. Include an explanation for any significant differences.