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**FINAL REPORT FORM**

Congratulations on the completion of your Morning Star Foundation-funded project. We are pleased to have helped bring your vision to the community. Final reports are due no later than thirty days following the end of your project or **August 7th, 2020** and are required before applying for future funding from the Morning Star Foundation. Please type or print clearly and return this report form as soon as possible to:

Erin Neal, Executive Director

Morning Star Foundation

P.O. Box 2155

Spokane, WA 99201

**Also, attach a one-page summary on the grantee organization’s letterhead of the results of the grant, signed by the board president or chairperson and the executive director.** Describe outcomes in qualitative and quantitative terms, key achievements, and lessons learned. Also, please describe the impact or benefits for participants and how findings will affect future programming. Include the names of the staff members responsible for project oversight and implementation, any outside contracted facilitators involved, and if this project will be repeated in the future. Thank you.

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Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Title of Person Completing this Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Amount Awarded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Grant Award Letter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Grant Completion (Expenditure of Grant Funds): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Grant (100 Words or Less): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please detail the use of grant funds expended, provide receipts and invoices as available: (ex: home-care, training, camp etc.):

 Purpose/Item Amount Spent

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**NARRATIVE:**

1. Budget Narrative: This is an opportunity to detail what the funds were used for. You may use the chart on page 1 to detail specific invoices costs as applicable.

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1. Did you achieve your goals? In this section, please outline what worked and what did not in achieving your stated goals. Were there obstacles you encountered that limited your success? Please explain.

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1. We want to know about your successes. Please share a story and supporting documentation (newsletters, photos, testimony, etc.).

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1. What’s Next: How far along in your goals are you? If you achieved your goals, what are the plans for your program in the future? Share any reporting available on your successes. If you don’t have reporting, please demonstrate how you measure success.

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