

Grantee Final Narrative & Financial Report

BERGER NORTH FOUNDATION

Instructions

This Final Report should be a cumulative report reflecting the entire grant period, not just the period since the last Progress Report. If unusual circumstances arise that may occasion delays, please promptly inform Berger North Foundation staff. The Foundation may suspend or require the return of funds for delinquent or unsatisfactory reporting. Be sure that the information on the final narrative & financial report (grant amount, etc.) matches any references made in the grantee agreement, award letter, or any other communications with the Berger North Foundation. All reports should be submitted electronically to ingrid@bergernorthfoundation.org. Title the email with the name of the organization and final report in the subject. Please limit your narrative to six pages or fewer with a font size approximately 11 pt. Times New Roman.

Please do not hesitate to contact Foundation program staff with any questions regarding the Final Narrative & Financial Report.

Reporting Components

In grant reporting, grantees are expected to describe and evaluate the activities undertaken and account for the use of the Berger North Foundation's grant funds during the reporting period.

The narrative portion of the report should include the following:

1. A completed "Grant Report Cover Sheet";
2. A description of up to six pages of the activities during the reporting period that sets forth:
 - a. Describe the goals and objectives (should be concrete, specific, and measurable) for the funded project. Describe the progress made toward the goals and objectives as stated in the funded grant application. Summarize the organization's key evaluation results related to the funded grant. Were the funded goals met?
 - b. What significant changes, if any, did your organization make in the content of the project or expenditure of the grant? What were the motivations to make these changes?
 - c. A narrative explanation of any significant variances between proposed spending and actual spending in each category
 - d. What were the key activities involved in the implementation of your grant project?
 - e. What resources did your organization dedicate to this project during the term of the grant?
 - f. To what extent did the project meet the needs of the target population served by the organization?
 - g. To what extent and in what ways did the project improve your organization (consider ultimate goals of the organization, side effects, target population, social and economic consequences)?
 - h. To what extent did Berger North Foundation's support affect the implementation and outcomes of the project?
 - i. Describe what happened as a result of the project, including any differences between these results and the expected results described in your grant application.
 - j. Were there any disappointments or aspects of the project left incomplete?
 - k. From your perspective regarding this experience, what are the most compelling reasons, if any, that the Berger North Foundation should continue funding in this program area?
 - l. Please provide a list or description of any recent evaluations, publications, news articles, or other materials related to the grant.
 - m. We recognize that the grantmaking experience is a continual learning opportunity for both our grantees and the foundation. We invite/encourage you to share anything about your grant project and/or the grant process that would inform our work and effectiveness.

Financial Accounting

The financial accounting should include:

1. the full project budget as originally proposed, or as agreed in an approved modification; and
2. expenditures for the reporting period using the same expense categories set forth in the proposal budget

Grantees are required to use the same budget categories and template used in the grant proposal for line-by-line comparison. Your organization is being asked to provide a budget-to-actual report.

Please note if a grantee determines that a change of grant terms is needed, it should consult with program staff about the modification before submitting a report.

Additional Guidelines

Multiyear Grants

If a grant is awarded for a term of two or more grant years, please complete this report for each grant year.

Grants for Cash Reserves

Grantees awarded funds for a cash reserve should describe whether the organization utilized the awarded reserve funds during the reporting period, and if so, for what purpose. A detailed list of activities supported by reserve funds is not necessary. The accounting of how reserve funds were used should include:

- a. Total amounts at the beginning and end of the reporting period; withdrawals, repayments, and additions to the fund during that period;
- b. and the schedule of any outstanding repayments

Final Report Cover Page

ORGANIZATION INFORMATION

Organization Legal Name:

(as it appears on your IRS determination letter)

EIN:

Mailing Address:

Executive Director/CEO:

Phone:

Contact Person:

Title:

Phone:

Fax:

Email:

Website:

Please provide any changes since last report to contact information for organizational leadership or relevant grant management staff:

GRANT INFORMATION

Grant Amount: \$

Report Submission Date:

Name of Funded Project or Program:

Period Covered By Report:

to

Check One:

One Year Grant

Multi-Year Grant

Check One:

General Operating Support

Capital Campaign

Project Support

Capacity Building

Was the agreed upon goals & scope of the funded work completed?

Yes

No

Does the financial report indicate any significant variances between the approved budget and actual expenditures?

Yes

No

If variances, does the report include the required explanation?

Yes

No

Have all BNF grant funds been expended for the purpose of the grant?

Yes

No

If *no*, please explain:

GRANT MODIFICATIONS (require written approval from the foundation)

Has a budget reallocation been requested?

Yes

Request Date:

Has an extension been requested?

Yes

Request Date:

Has an unlisted grant modification been requested?

Yes

Request Date:

SIGNATURE REQUIREMENTS

I affirm that the report and the financial records contained herein represent, to the best of my knowledge, a true and accurate reflection of the use of the funds received from the Berger North Foundation:

Executive Director:

Name:

Date:

Financial Officer:

Name:

Title:

Date: