**Instructions for Final Report of an Implemented Grant**

**Interfaith Social Action Council of Sun City Center, Florida**

**Please enter the date you received a check from the ISAC.**

**Please enter the date you are submitting your final report.**

**(1) What is the name of your organization**? [Type here what you typed on your cover sheet.]

**(2) What is the name of your funded project?** [Type here what you typed on your cover sheet.]

 **(3) How did you spend the funds? (Please provide a brief narrative description.)**

Simply briefly explain here **in complete sentences** (i.e., not in an outline form) how you actually used the grant funds. A long narrative is **not** necessary; just mention the essentials.

**(4) What is your final line-item budget?**

Include here specific information showing how the funds were dispersed. You **must** include the line-item budget from the section 4 description of your application form with an additional column on its right, making it a three-column budget. In the added column, list the actual expenditures for each line item. If the total amount of proposed expenditures in your application is more than $100 of the actual amount spent, then you must return the overage.

**(5) What are the results of your evaluations?**

The application form asked you to be as specific as you can, mentioning in particular who was to do the evaluating. The resulting evaluations should present here both your clients’ and your own opinions regarding how well the project succeeded in meeting your documented need. Additional third-party evaluations are especially encouraged. Surveys and focus groups are two ways you can conduct an evaluation.

**(6) What is the contact information for the person submitting this final report?**

Include a telephone number, an email address, and, if you feel comfortable, a post office address, so that we can contact this person if we have questions.

 **(7) Please attach copies of your promotional materials.**

The committee feels promotion is of paramount importance because it makes our community aware of the good work being done in its midst. The directions in the application form asked you to describe how your organization will promote our support. The *Sun City Observer*, *The News of Sun City* (813-938-7441, PO Box 6212*)*, the Sun City Center Facebook Page, your own organization’s Facebook page, the Brandon Section of the *Tampa Bay Times* are examples of media that will accept your publicity. You also can insert an article in your organization’s newsletter, make announcements at dinners or meetings of your organization, and include the Interfaith Council’s logo in your organization’s communication instruments. Photos are especially encouraged because they tend to draw attention to publicity articles.

**(8) Additional information (optional).**

You may insert here or attach any information we have not specifically requested, but information you feel will help the committee understand the success of your project.

**Note:** If, in the opinion of the committee, the final report shows that you applied the funds inappropriately to other than the proposed items in your grant application, then we may seek return of some or all of the granted funds.

The final report is due **after** your project is completed, but no later than one year from receipt of funding. The letter announcing funding will include the date when the final report is due. All the above items are required. None of the sections are optional. You may request help from the committee in filling out the final report form but be sure to request help when sufficient time remains to revise the report. No further grants will be considered until the final report has been filed

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**How to fill out and submit the final report form.**

Simply fill out the form **using Microsoft WORD or Microsoft WordPad** and submit it to **isacofscc@gmail.com** as a Microsoft WORD email attachment. Do **not** send a paper copy or a PDF document.

Your completed final report form may be attached to an email sent to isacofscc@gmail.com. [The email address **isacofscc** is an abbreviation of our name: **I**nterfaith **S**ocial **A**ction Council **of** **S**un **C**ity **C**enter.] If you have questions, you may contact Nick Caleca by email also at isacofscc@gmail.com or by telephone at 314-703-6789.

**Note: You cannot fill out the form online.**