

Final Report Requirements

Executive Summary

A short description of your project and the outcomes

Summary

Overview of the project with a description of the roles of each organization, partner and contributor as well as the role of Elders, board members or advisory committee members.

Project Goals, Objectives & Outcomes

Provide detailed descriptions of the project goals, objectives and outcomes with elaboration on intentional and unintentional outcomes.

Sustainability

Describe how the Relationship Development Fund has been used as part of a broader process of resource acquisition both human and financial for long-term sustainability of the joint initiative.

Evaluation Forms

Submission of copies of evaluation forms from participants at your workshop, meeting, etc.

Budget

Reporting on Budget and Expenditures including Audited Financial Statements.

Reminder:

Please track anecdotes, stories and/or photographs from your project. Please indicate if we have permission to reproduce these photographs for publicity purposes (website, annual report, newsletter, etc.). Permission to photograph forms are available please contact program staff for a copy (jalderman@fncfcs.com or jramdatt@fncfcs.com)