



1340 13th Street
Columbus, GA 31901-2345
706-320-0027 • www.cfcv.com

FINAL REPORT FORM

THE WESTPOINT FUND

GENERAL GRANT PROGRAM

Final Reports must be received by the Community Foundation 30 days after your project ending date, no later than January 31 of the year following your award.

A. Grantee

Grantee Organization: _____

Address (organization): _____

City, State, Zip Code: _____

County of Grantee: _____

CEO/Executive Director: _____

Grantee Telephone Number: _____ Grantee E-Mail Address: _____

Contact Person / Title: _____

Daytime Telephone Number of Contact Person: _____

B. Project

Date grant awarded (month/year): _____

Project Title (from application): _____

Project Date: Beginning: _____ Ending: _____

Amount of WestPoint Fund Grant \$ _____

Total additional project revenue & support (detail in attached budget report) + \$ _____

TOTAL PROJECT REVENUE & SUPPORT \$ _____

TOTAL PROJECT EXPENSES \$ _____

C. Project Detail (answer questions in the space provided or attached additional sheets as necessary)

1. What did this project accomplish? (Be as specific as possible.) How successful a project was it, both for your organization and for the people it was intended to serve?
2. How did you evaluate the success of the project?
3. Comment on the collaborative process, if any occurred between organizations as a result of this project. What hurdles and opportunities did that process present, if any, and how were they addressed?
4. Are there components of your original plans that have not yet been accomplished? if so, does your organization have plans to pursue them and what are they?
5. What internal and external factors have contributed to or impeded the success of this project?
6. Is there anything else you'd like to tell us about the project and its relevance to your overall efforts?

E. Attachments

Include one copy of each of the following:

- A complete budget for the project, noting any changes which represent major departures from the figures presented in the budget at the time of your application

 - Copies of any publicity received on your project. Also include copies of any news releases issues by your organization pertaining to the project.

 - Photographs of the project and/or its participants, if available.
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I certify by the use of my name, below, that the information contained in this Final Report is accurate and complete.

Name & Title of Authorizing Official (print/type): _____

Date: _____ Daytime Telephone: _____

Name & Title of Authorizing Official (print/type): _____

Date: _____ Daytime Telephone: _____