



Capital Grant Final Report

for Capital Grants Awarded in 2016/2017

A final report submitted electronically to the foundation is due approximately four weeks after completion of the grant funded project, or no later than 13 months from grant award date (refer to your grant award letter for report due date). If you need additional time to complete the project, please consult with Judy Taggart, Chief Operating Officer, for approval and additional instructions.

The final report has three required components:

1. Final Report Cover Sheet

Complete the Final Report Cover Sheet form (PDF) included in this packet.

2. Questions

Complete the questions section of the report, describing and evaluating the grant activities and accounting for the use of grant funds. The purpose of this section of the report is to both understand what impact the grant may have had in your programming and to learn about any opportunities and challenges encountered to help inform our community grantmaking.

3. Project Budget Form

Complete the Project Budget form (PDF) included in this packet. This grant accounting should include the following:

- grants and other income sources for the project (Income)
- project budget (Expenses – B. Projected) as originally proposed, or as agreed in an approved modification;
- expenditures of the Santa Barbara Foundation grant funds (C. Actual Expenditures)

Additional Components/Attachments

- Attach high resolution photos related to the project, if available (include photo credit for possible use by the foundation for use in our e-newsletter, annual report or website).
- Attach PDF or Word documents of any other related material you think is relevant to understanding the project.

Submittal Instructions

The above items should be emailed as an attachment to reports@sbfoundation.org. Include the name of your organization, year grant was received, and “Capital Final Report” in the email subject line. (Example: My Nonprofit 2017 Capital Final Report)

Contact Information

For questions regarding the Final Report, please contact Judy Taggart, Chief Operating Officer, at (805) 963-1873 or jtaggart@sbfoundation.org.

For questions regarding technical assistance and support, please contact Deanna Vallejo, at (805) 880-9385 or dvallejo@sbfoundation.org



Final Report Cover Sheet

Please complete the information below. As noted in your award letter, a final report is required and is due within 13 months of the grant award, preferably no later than 30 days following the project completion.

Organization Information

Organization name: _____

Grant contact: _____ Contact's title: _____

Phone: _____ Contact's email: _____

Executive director: _____ Email: _____

Type of Grant Received

- Capital
- Dougan Fund
- Early Care and Education
- Education
- Express
- Family Caregiver Systems and Support
- Highland Santa Barbara Foundation, Inc.
- LEAF
- Nonprofit Excellence
- Towbes Fund for the Performing Arts
- Tri-Counties Blood Bank Fund
- William & Lottie Daniel Fund Child Care Scholarship
- Invest in Youth

Grant Information

Award Date: _____ Award Amount: \$ _____

Please provide the percentage of how the award amount was distributed geographically within Santa Barbara County:

_____ % North County _____ % South County _____ % Mid-County

Which geographic areas were impacted by this award? Please check all that apply.

- Carpinteria Goleta/Isla Vista Guadalupe Lompoc
 Santa Barbara Santa Maria Santa Ynez Valley Other: _____

Please certify that the Executive Director or CEO has read and approved this report by checking this box.

3. Please describe any obstacles encountered, unexpected opportunities or lessons learned.(approx. 300 words)

4. Provide an explanation of what adjustments, if any, were made from your original proposal.(approx. 300 words)

5. **Please share any additional information or anecdotes you would like to add related to the project.**
(approx. 350 words)

