



SANTA BARBARA
FOUNDATION

Final Report Submission

Express Grants

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). Failure to submit a final report will result in rejection of subsequent grant applications. If you need additional time to complete the project, please consult with Deanna Vallejo, Community Engagement Associate, 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 Summary Form

Complete the Project Budget Summary 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 studies, publications or other related materials 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 and “Express Grant Final Report” in the email subject line. (Example: My Nonprofit Express Grant Final Report)

Contact Information

For questions about the Express Grant program, please contact Deanna Vallejo, Community Engagement Associate, 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 Improvements
- 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
- Youth Development

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.

Questions

1. Please provide a description of the project or program for which the funds were used. (approx. 250 words)

2. How did the Express Grant strengthen and improve your organizational efficiency or program services (approx. 350 words)

3. Discuss the programmatic or organizational goals and objectives identified in your original proposal narrative and your progress in achieving them. (approx. 350 words)

4. What adjustments, if any, were made from your original proposal; (approx. 250 words)

5. Any additional information or anecdotes you would like to add related to the project. (approx. 350 words)

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Budget

Please complete the budget page below. In **column B**, COPY the amounts of the projected income and expenses directly from your original application. In **column C**, provide your actual year-to-date income and expense figures.

Income

A. Source	B. Projected (\$) (From orig. proposal)	C. Actual (\$) (Actual income secured)	D. Pending (\$)	Notes
TOTAL INCOME	\$ 0	\$ 0	\$ 0	

List the In-Kind (non-cash) contributions:

Expenses

A. Expenses	B. Projected (\$) (From orig. proposal)	C. Actual Expenditures (\$)	Notes
TOTAL EXPENSES	\$ 0	\$ 0	



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TOTAL INCOME				

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Expenses

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TOTAL EXPENSES			