



LEAF Grant Final Report

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 rejections of subsequent grant applications. If you need additional time to complete the project, please consult with Pedro Paz, Director of Grantmaking, 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. Narrative Report

Write a narrative report, describing and evaluating the grant activities and accounting for the use of grant funds. You may submit this section in a Microsoft Word or PDF document. It should address the following:

- summary of the project and purpose of the grant;
- accomplishments and achievement of desired goals or outcomes;
- discussion of any setbacks, challenges, unexpected opportunities or lessons learned;
- list or description of any related evaluations, studies, publications, news articles, or other materials related to the grant;
- explanation of any significant variances between proposed spending and actual spending in each category, changes in tasks or timelines (if applicable);
- plans and goals for the period subsequent to the grant;
- any additional information or antidotes you would like to add related to the project.

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 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 “LEAF Final Report” in the e mail subject line. (Example: My Nonprofit LEAF Final Report)

Contact Information

For questions regarding the LEAF Final Report, please contact Pedro Paz, Director of Grantmaking, at (805) 963-1873 or ppaz@sbfoundation.org.

For questions regarding technical assistance and support, 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
- 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.

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				

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

Expenses

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