Early Care & Education 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 the 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 Petra Gomez, Program Manager, for approval and additional instructions.

The final report has three required components:

1. Final Report Cover Sheet

Complete the Final Report Cover Sheet form 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 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 (Expenses - 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 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 "ECE Final Report" in the email subject line.
(Example: My Nonprofit 2019 ECE Final Report)

Contact Information

For questions regarding the Final Report, please contact Petra Gomez, Program Manager, at 805-880-9394 or pgomez@sbfoundation.org.

For questions regarding technical assistance and support, please contact Sydney Casler, Community Grants Program Associate, at (805) 880-9371 or scasler@sbfoundation.org

SANTA BARBARA FOUNDATION

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.

Questions

Program focus (select all that apply)**:**

☐ Professional and leadership development ☐ Strenthening Families Protective Factors Framework

1. **Describe the project for which you received an Early Care and Education grant.** (approx. 200 words)

2. **How did this grant improve your ability to provide quality early care and education?** (approx. 350 words)

3. **Did you meet the goals of the program for the grant period? How many children, parents or early care professionals were served?** What adjustments, if any, were made from your original proposal? (approx. 450 words)

4. **Where applicable, what are the next steps within this program?** (approx. 200 words)

5. **Describe any obstacles you encountered, unexpected opportunities or lessons learned.** (approx. 350 words)

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

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	$0.00	$0.00	$ 0.00	

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

Expenses

A. **Expenses**	B. **Projected ($)** (From orig. proposal)	C. **Actual Expenditures ($)**	**Notes**
TOTAL EXPENSES	$ 0.00	$ 0.00	

Explanatory notes:_____