



# Dougan Grant Final Report

## Robert O. Dougan Fund for ESL Programs

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 Petra Gomez, Program Manager, for approval and additional instructions.

**The final report has three required components:**

### 1. Final Report Cover Sheet

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

### 2. Narrative Report

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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:

- Describe a typical program participant. Were there population shifts or student profile changes during the year?
- Describe any successes experienced by your program participants.
- How do you know your work was successful? What milestones were used to determine progress?
- Describe any differences between what you projected in your grant proposal (e.g., program outcomes, timeline) and the actual results.
- What adjustments to the program structure, if any, were made during the course of the year? Do you anticipate any adjustments in the near future?

### 3. Project Budget Form

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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

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- 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**

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The above items should be emailed as an attachment to [reports@sbfoundation.org](mailto:reports@sbfoundation.org). Include the name of your organization, the year you received your grant, and “Dougan Fund Final Report” in the email subject line. (Example: My Nonprofit 2020 Dougan Fund Final Report)

### **Contact Information**

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For questions regarding the Dougan Fund Final Report, please contact Petra Gomez, Program Manager, at (805) 880-9394 or [pgomez@sbfoundation.org](mailto: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](mailto:scasler@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

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Organization name: \_\_\_\_\_

Grant contact: \_\_\_\_\_ Contact's title: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact's email: \_\_\_\_\_

Executive director: \_\_\_\_\_ Email: \_\_\_\_\_

## Type of Grant Received

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- 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

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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
<b>TOTAL INCOME</b>				

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

### Expenses

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