



SEVEN TIPS
for writing your
FMPC Grant Award Final Report






Tip 1
Meet the Deadline
Due March 1

Request extension *in advance* & suggest new date

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Tip 2
Understand the Purpose of FMPC Report



Performance Reporting
Sharing Highlights with Chapters
Funding Accountability

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2016 FMPC GRANT AWARDS: FINAL REPORT & GUIDELINES

Please use this form to complete your Final Report. **The 2016 FMPC Grant Awards Final Report Final Reports is due by March 1, 2018.** 2016 FMPC Grant Awards cover a 12-month grant period from February 1, 2017-January 31, 2018.

A Request for Extension requires approval from the Foundation prior to February 1, 2018.

Extensions will involve no additional cost to the Foundation. In the absence of an approved grant period extension, funds unspent after the close of the grant period shall be considered as being payable to the Foundation. The amount of unspent funds or deferred accounts must be reported and arrangements made for repayment.

Please direct questions about preparing reports to sgoodman@aafp.org or call the AAFP Foundation at 1-800-274-2237 x 4457.

ORGANIZATION:	
PROJECT TITLE:	
GRANT REPORTING PERIOD:	
CONTACT PERSON:	

I. (PERFORMANCE REPORTING) SUMMARY of ACCOMPLISHMENTS: (PLEASE INCLUDE METRICS e.g. number of participants, items produced, attendance rates, visits, materials distributed, website hits, dollars leveraged, summary of pre- and post-surveys etc.)

Highlight measurable, positive outcomes.

II. (SHARING HIGHLIGHTS) LESSONS LEARNED:

1. WERE YOUR OBJECTIVES, AS STATED IN YOUR APPLICATION, MET OR CHANGED? IF CHANGED, PLEASE BRIEFLY DESCRIBE. WHAT WERE THE KEY CHALLENGES YOU ENCOUNTERED? HOW WERE THEY OVERCOME?

Summarize details from your original grant application; pay special attention to anything that changed and not challenges and if/how they were overcome.

2. DESCRIBE ANY UNANTICIPATED BENEFITS TO YOUR ORGANIZATION OR TO PARTICIPANTS IN TERMS OF OUTCOMES BEYOND THE ORIGINAL GOALS OR ACTIVITIES.

This is about magnifying grant-funded efforts

3. HOW DID THE GRANT HELP YOU FORM NEW RELATIONSHIPS, PARTNERSHIPS, OR LEVERAGE MORE FUNDING? LIST ANY ORGANIZATIONS THAT WERE ACTIVE PARTNERS

This is about magnifying grant-funded efforts

5. OTHER LESSONS LEARNED?

III. (PICTURES & STORIES ABOUT THE PEOPLE HELPED) IMPACT: (PHOTOS ARE GREATLY APPRECIATED. WE WANT TO KNOW HOW FMPC GRANTS ARE MAKING A DIFFERENCE TO THE PEOPLE YOU SERVE. How did this grant make an impact or a difference to one person? It may have been a participant, a staff member or a volunteer. Using a pseudonym or permission of an individual who was helped, please identify what happened: who, when, the situation before the grant (context), what happened, and the impact observed or a quote from the person.)

IV. (IMPACT & INFLUENCE) OUTREACH INFORMATION: (Please provide samples of material that show how you have shared the news about this activity (e.g. press or news items, brochures, newsletters, website URL, flyers, etc.)

V. (SHARING HIGHLIGHTS.) WOULD YOU LIKE TO SHARE YOUR PROJECT & RESULTS WITH OTHER MEMBERS AT THE FMPC SPRING OR FALL MEETING?

VI. (FUNDING ACCOUNTABILITY) BUDGET RECONCILIATION: (Report all expenses associated with the project including those assigned as FMPC, other and in-kind sources. Expenses listed in the FMPC Funds column should equal your FMPC Grant Award.

FINAL BUDGET, ACTUAL EXPENSES

	FMPC Funds (\$)	Other Funds (\$)	In-Kind (\$)	Total (\$)
STAFFING	\$	\$	\$	\$
SUPPLIES	\$	\$	\$	\$
EQUIPMENT	\$	\$	\$	\$
OTHER	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$

BUDGET NARRATIVE:

STAFFING:

SUPPLIES:

EQUIPMENT:

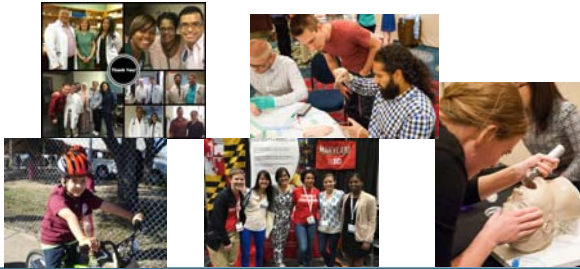
Tip 5

Use Bullet Points



- Help guide readers
- Organize key points into easy-to-read bulleted lists

Tip 6: Include PICTURES



Tip 7

Include **STORIES** about people you helped