**Final Report: Grant Outcomes  
*Updated Summer 2023***

**About this Form**

Not all Bee Vradenburg Foundation grants require a final report. In general, reports are only required for grants of $10,000 or more. Refer to your grant award letter (sent along with your grant check) to confirm whether your organization needs to submit a report. [Email Foundation staff](mailto:claire@beevradenburgfoundation.org?subject=Final%20report%20question) with questions.

**Final Report Part 1: Summary Sheet**

One (1) page with the following information in this order:

* Legal name of organization
* DBA (if applicable)
* Mailing address, city, state, ZIP
* Phone
* Website
* Name of executive director (if applicable)
* ED phone and email
* Report preparer contact and title (if not the executive director)
* Report preparer phone and email
* Dates covered by grant
* Amount of grant
* One-sentence summary of grant purpose

**Final Report Part 2: Narrative**

Maximum three (3) pages, addressing the questions below. Please include the header (i.e. “Progress and Results”) when addressing each question but do not repeat the entire question.

1. **What Happened:** To what extent did your organization complete the activities intended to be funded by this grant? Did you achieve the outcomes you expected? Why or why not?   
   Support your narrative with whatever data you gathered on the activities, such as attendance, participation or enrollment figures. You may also attach videos, testimonials and other qualitative feedback in the following section; if you do, please provide explanations here.
2. **Assessment of What Happened:** Refer back to your grant application. How did you define success for the activities covered by this grant? To what extent did you succeed according to that definition? What challenges did you encounter along the way?
3. **Lessons Learned:** Describe what your organization learned based upon the results, successes, and challenges shared in Questions 1 and 2. Address any changes you’ve made or plan to make (programmatic, evaluative, or organizational) based on lessons learned.
4. **Additional Information:** Share other relevant things that impacted the organization during the period covered by this grant, either positive or negative.

**Final Report Part 3: Media & Supplements (optional)**

In this section, please include anything else you’d like to show to Foundation staff and trustees to demonstrate the outcomes of the grant. This section is not required.

* Annual report
* Photos depicting activities covered by the grant (maximum 10 files)
* Reviews from local media (links or PDFs)
* Programs, season brochures or other print collateral (links or PDFs)
* Participant survey responses (PDF)
* Audio or video samples (links only; no discs, please)

**Please send completed report or questions to:**

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