

Attachment C

Foundation for a Healthy Kentucky

Final Grant Report Guidelines for Challenge Grants

The signed Grant Agreement specifies that one month after completion of the project for which funds were awarded, a Final Report must be submitted to the Foundation for a Healthy Kentucky. The purpose of this report is to assess the overall impact of the Challenge Grants program. The following Guidelines should be followed in preparing the Final Report.

The Final Report should be 2-3 pages in length and contain the following sections:

I. Organizational Information

- Grantee organization name, address and grant number as it appears on the Grant Agreement.
- Health Coalition name, address and e-mail
- Name of person submitting the report, phone number and email address.
- A brief description of the project

II. Project Outcomes and Impact

- What were the accomplishments of the project (proposed activities and others if any) and their impact on the outcomes described in the original grant proposal?
- What were the results of the measures used to demonstrate project impact? (Include programs/actions implemented, specific policies enacted or modified, numbers served/impacted, quantified improvements attained.)
- Describe the public policy impact as a result of the completed project. Will there be additional public policy implications that continue into the future?

III. Financial Accountability

A summary of how the grant funds were expended. Financial data presented in this section must be taken from the organizational financial statements for the period of the grant but need not be audited statements. The report of expenditures must include:

- A full accounting of all grant funds and (separately) all match funds, by category of expenditures and the amounts. (Can be attached on separate page)
- The reporting and return of any unexpended funds.

IV. Completed reports must be returned to the attention of:

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For questions call 502-326-2583 in Louisville or toll free 877-326-2583 or email Senior Program Officer Amalia Mendoza or Foundation President/CEO Susan G. Zepeda at szepeda@healthy-ky.org.