



For Foundation use only:

Final Report Due Date: «Condition1_Date»

Date Report Received _____

Reviewed _____

St. Croix Valley Foundation

Final Report

Cover Sheet

The experience and knowledge you gained from completing your project can be helpful for others embarking on similar endeavors. Therefore, we ask you to provide a brief assessment of your project's strengths and challenges through this final report. This report will also help the foundation in its future grantmaking.

Please complete this report and return it to the St. Croix Valley Foundation must complete and return this form within **sixty (60) days** of your project end date. Further requests for funding will not be considered until this final report is completed. An electronic version of this form is available at www.scvfoundation.org.

You may direct any other questions and/or send your completed report to:

Jill Shannon
 Director of Community Partnerships
 St. Croix Valley Foundation
 516 Second Street, Suite 214
 Hudson, WI 54016

Phone: 715-386 9490
 Fax: 715-386-1250
 Email: jshannon@scvfoundation.org

Organization Information:

Name of School or Organization _____

Contact Person _____

Project Title _____

Address _____ City _____ State _____ Zip _____

Telephone (_____) _____ Email _____

Date Grant Awarded: «GrantDate»

Grant Amount: \$«GrantAmt»

Report Checklist

- Report narrative answering attached questions.
- Financial report showing project income and how grant funds were used.
- Copies of materials, newspaper or magazine articles the project generated.
- If available, email digital photos to jshannon@scvfoundation.org

Final Report and Evaluation

Please complete the following questions. **Important: Read the directions carefully as special instructions are outlined for each grant program.**

All grants:

- Briefly describe your project. What changes, benefits or products did you propose to have in place by the end of the grant period?
- Did you make any modifications to your original proposed project? If yes, please explain the change and your reasons.
- Do you think the project was successful? What would you have done differently?

Special Instructions for each grant program:

Music Education grants:

- How many students participated in your project? In what ways do you think this project had an impact on students? Please give a specific example or story. This example may be used in SCVF's marketing materials.
- Did this project help your school grow its music education program? If yes, how?
- We welcome your suggestions and input. In what way might this grant program better serve music teachers?

Valley Arts grants:

- Who did this project reach? Did this project extend your reach to new audiences? In what way did you enrich those people generally under-served by the arts?
- How do you think your project enriched arts in the region overall? Please give a specific example or story as illustration. This example may be used in SCVF's marketing materials.
- Please estimate the number of people that participated in your project in the box below.

| Artists | Audience | Other Participants |
|---------|----------|--------------------|
| | | |

- SCVF welcomes suggestions and input from our grantees. Please discuss areas in which the Foundation might better serve you.

Nonprofit Management Assistance grants:

- What new organizational skills, systems or capabilities did your organization gain as a result?
- What do you think will be the long term effect of this project on your organization's ability to be responsive to your constituents and the community? Please give a specific example or story. This example may be used in SCVF's marketing materials.
- We welcome your comments and suggestions on how we might improve our process. Things you might consider in your response: SCVF staff support, the grant guidelines, application forms, granting process or report requirements.

For organizations who worked with a consultant:

- Please comment on your experience with your consultant. You might consider: your process for selecting the consultant, the consultant's delivery of expected services-assistance. What would you have done differently?
- Would you refer this consultant to another organization with similar needs?