XYZ FOUNDATION
Completion Report

When XYZ Foundation awards a grant, we enter into a partnership with you that we hope will provide new insights into effective ways to strengthen our communities. Completion reports are our primary tool in measuring the achievements of the projects we support, and help strengthen the Foundation's grantmaking program by highlighting new directions and issues to address. Your stories also help form the basis of our discussions with future applicants as we explain the kinds of projects the Foundation seeks to support.

We ask for your honest, critical attention in completing this report. We are interested in what contributed to the success of your project, as well as reasons that made other goals more difficult or impossible to achieve. A completion report should also help you assess your accomplishments. Taking time to evaluate your work is an effective way to recognize the hard work contributed by those involved, and point to ways to improve, not merely justify, an on-going project. We encourage you to share your findings with those who participated in your project and others interested in your work.

Grantee Organization:	
Project Coordinator:	
Phone/Email:	
Date:	
Grant Date:	
Grant Amount:	
Grant Program:	

Brief summary of the funded project **(include descriptions of activities you conducted)**	
What measurable differences did the project make for your organization and/or those served by the project? **(Please refer to the outcomes you identified in you application)**	

What did you learn and what would you tell another group who was going to do a similar project?	
How could the following XYZ Foundation functions be made more helpful or effective? 1. **Application process** 2. **XYZ staff resources** 3. **Completion report guidelines**	
Provide a success story (if applicable)	