

Bee Vradenburg Foundation

Final Report Form

Submit one copy of the Final Report, as specified below, on 8.5x11 white paper with 1-inch margins, copied on one side only, unbound (no staples, binders, etc.) Use 12-point type.

SUMMARY SHEET – One 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 this grant
Grant amount
One-sentence summary of grant purpose

NARRATIVE – One to three pages maximum, addressing the questions below. Please include the header (ie, “Progress and Results”) when addressing each question but do not repeat the entire question.

- 1. Progress and results.** Did the organization/project/program achieve its intended results? As applicable, include attendance/participation/enrollment figures.
- 2. Successes and challenges.** Describe the significant successes and challenges the organization experienced related to the funded grant.
- 3. Lessons learned.** Describe what the organization learned based upon the results, successes, and challenges reported in Questions 1 and 2. Address programmatic, evaluative, or organizational changes that may be made based on lessons learned.
- 4. Additional information.** Share anything else that happened during the grant period that impacted the organization, either positively or negatively.

Please submit Final Report by the date specified in your grant award letter. Forms may be submitted by email or postal, or dropped off in person:

Please send final reports and questions to:

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