

Grantee Final Report (template)

General Instructions to Grantees:

Please submit a 2-4 page narrative description summarizing the Grant Agreement “deliverables” or outcomes as it relates to the original grantee Work Plan. Refer to the Grant Agreement - Section 2.0 Grantee Duties for additional instructions (when applicable).

Grantee Letterhead & Logo (Here)

Grantee Name: _____

Grantee Address: _____

Final Report

Grant Type: _____ (e.g. VSO, SOT/competitive, SOT/VSO, Legislative etc.)

Date of Report: _____ (Report Type - Progress/Final)

Prepared by (name/title): _____

Grant Period: (e.g. 2/1/19 – 1/31/19): _____

Amendment # ____ (summarize purpose): _____

Grant Award Amount: _____ Amount Unspent: _____

Purpose of grant: _____

Please address the following:

1. Summary of grant outcomes as it relates to the original Budget and Work Plan (including the number of Veterans directly served as reported for grant payment on the Activity Log (if applicable)?)

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2. Description of challenges which may have impacted the grant outcomes while administering the grant and any “lessons learned (if applicable).

3. Did Grantee receive payment for the entire grant award amount? _____ (Y/N)
(If not, please explain)

4. Provide 1-2 brief testimonial stories of veterans served (with photos when possible)

5. Additional Comments

Grantee Authorized Representative _____ Date: _____