

## FINAL REPORT GUIDELINES

### *CAPITAL SUPPORT*

Final reports provide a meaningful opportunity for reflection and communication between The Ralph M. Parsons Foundation and our partner agencies. Through your report, the Foundation's staff and board gain a more nuanced understanding of the challenges and opportunities facing both your agency and the broader nonprofit community. We hope to celebrate your successes, and to learn with you when things do not go exactly as planned.

Final reports are due one year from receipt of the grant payment. (Please note that the report due date might differ from the date stipulated in the Grant Agreement due to project delays affecting the release of funds.)

Reports should include a narrative of no more than four pages in length and a financial accounting of how funds were spent. Please structure your report to include the following:

- Name, title, and contact information for person to whom questions about this report may be directed.
- Briefly describe the capital request for which you received funding.
- Describe the progress you have made toward the goals and objectives detailed in your grant proposal for this project.
- Have you raised all the funding needed for the project? If no, please indicate your progress and plans. If yes, describe how you will sustain the project financially and programmatically.
- Detail how the Parsons' grant funds were expended. Please explain any variances between budgeted amounts and actual expenditures for the Parsons' funds and the total project.
- Were there any lessons learned? This can help us serve other nonprofits more effectively.

We also ask that you inform the Foundation of organizational changes, including changes in address, phone number, or key personnel. Should you have any further questions about completing your final report, please call the Foundation at 213-362-7600 and ask for a Program Officer to assist you.

Please mail reports to:

Wendy Garen  
President and Chief Executive Officer  
The Ralph M. Parsons Foundation  
888 W. 6<sup>th</sup> Street, Seventh Floor  
Los Angeles, CA 90017