

FINAL REPORT GUIDELINES

GENERAL OPERATING AND PROJECT 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 in some instances, such as a multi-year grant, an interim report is also required; this will be specified in your Grant Agreement.)

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 your funded request.
- Describe the progress you have made toward the goals and objectives detailed in your grant proposal.
- What was the impact of your efforts on the people you serve? Please provide specific details, such as numbers served.
- Were there any lessons learned? This can help us serve other nonprofits more effectively.
- Were there any unforeseen challenges or changes that affected your organization this year? If so, please describe how you addressed those issues.
- Detail how the grant funds were expended during the grant period, with a focus on proposed versus actual expenditure of funds.

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
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Los Angeles, CA 90017