



FINAL REPORT FORM

Congratulations on the completion of your Kirkpatrick Foundation-funded project. We are pleased to have helped bring your vision to the community. Final reports are due no later than thirty days following the end of your project and are required before applying for future funding from the Kirkpatrick Foundation. Please type or print clearly and return this report form as soon as possible to:

Chris Sitz, Senior Program Officer

Kirkpatrick Foundation

1001 West Wilshire Boulevard

Oklahoma City, Oklahoma 73116

Also, attach a one-page summary on the grantee organization's letterhead of the results of the grant, signed by the board president or chairperson and the executive director. Describe outcomes in qualitative and quantitative terms, key achievements, and lessons learned. Also, please describe the impact or benefits for participants and how findings will affect future programming. Include the names of the staff members responsible for project oversight and implementation, any outside contracted facilitators involved, and if this project will be repeated in the future. Thank you.



Name of Organization: _____

Name of Project: _____

Contact Name & Title: _____

Name & Title of Person Completing this Form: _____

Address: _____

Phone: _____

E-Mail Address: _____

Grant Amount Awarded: _____

Date of Grant Award Letter: _____

Date of Grant Completion (Expenditure of Grant Funds): _____

Purpose of Grant (100 Words or Less): _____

Please detail the use of grant funds expended: (such as salaries, brochures, etc.):

<u>Purpose/Item</u>	<u>Amount Spent</u>