**Grant Final Report Form MS Word Version**

**To complete and submit on-line:**

1. **Save this form** to your computer and use it directly through **Microsoft Word**, do not fill out the form with your internet browser.
2. The file will open in a format that only allows certain boxes in the table to be edited. The boxes requiring input will show as Click or tap here to enter text..
3. Begin typing directly into that box. The box will expand to hold your content.
4. To move to the next box, position your cursor over the box and click. The box should change to a darker shade of grey or black. The shade change indicates that you are ready to type into that box
5. To edit a box that you have already typed in, just select the box by placing your cursor over it and click.
6. When you have finished editing the form use the "save as" function to save the file and select a new name (e.g. our-charity-1.doc, our-charity-2.doc and so on.) Save in pdf format and email to the BVCF. Include supporting documents (receipts, photos).

This final report will help us to determine impact of BVCF grants on communities and to report back to supporters, and will provide you with the opportunity to describe your accomplishments. Return the final report by the due date in the grant agreement. Payment will be sent once the report and accompanying receipts have been received and approved.

**Section 1. Identification**

Date: Click or tap here to enter text.

Name of Organization: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Contact Person: Click or tap here to enter text.

Contact Phone Number: Click or tap here to enter text.

Contact Email Address: Click or tap here to enter text.

Registered Charitable Partner (*if applicable*):

Name: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

**Section 2. Project Information**

Project name: Click or tap here to enter text.

In which community did the project take place? Click or tap here to enter text.

When did the project take place?

Start date Click or tap here to enter text. End date Click or tap here to enter text.

Project Summary (300 words or less)

Please provide a summary of the project that we can share with stakeholders. Ensure that this information can be distributed publicly. Describe how the grant was used. What did you build, create, implement or deliver? What was purchased and how it was used? What was the impact of this project?

Click or tap here to enter text.

How have you acknowledged the support of the Bulkley Valley Community Foundation?

Click or tap here to enter text.

Project photos

Provide one or more photo(s) for BVCF use. Include a description of who is in the photo and how it relates to the project. Note: If photo(s) contains any recognizable people, permission must be obtained from the individual to publicize in BVCF materials. If the individual is under the age of 18, permission must be granted by the individuals’ parent or guardian. By submitting a photo, you acknowledge that you have received permission to publish the photo.

Report Prepared by: Click or tap here to enter text.

Position: Click or tap here to enter text.