
**INFORMATION TO BE INCLUDED IN YOUR FINAL REPORT
for Wellmark Foundation Grants**

COVER SHEET:

1. Grantee organization name, project title, grant number, and address
2. Name and title of staff submitting report, including e-mail and telephone number
3. Grant start date and final report due date

NARRATIVE REPORT (5 PAGES OR LESS) THAT ADDRESSES THE FOLLOWING POINTS:

1. List the goals and objectives of the project followed by the progress made toward achieving each goal and objective.
2. What difference did this grant make in your community and for the population you are serving? Please provide specific outcome results and/or data to support your impact.
3. What unanticipated results, positive or negative, did you encounter? If external or environmental factors negatively affected your results, how did you address these issues?
4. Describe what you learned from this project. What programmatic or organizational changes are being considered based on these lessons?
5. In what ways do you plan to share the results of this project? How might The Wellmark Foundation assist in promoting replication of your project to other communities?
6. Describe your plans for sustaining or expanding this program including funding sources.

BUDGET REPORT:

1. Please provide a copy your approved project budget, a list of actual expenditures of Wellmark grant funds during the project, and an explanation of any differences. (If a portion of your grant remains unexpended, please contact Foundation staff prior to submitting your final report.)
2. If the project received any additional sources of funding support during the grant period, please list the funding source, amount, and designated use of those funds.

**GRANT REPORTS SHOULD BE EMAILED TO THE WELLMARK FOUNDATION:
WellmarkFoundation@wellmark.com**
