**The Mercer Island Community Fund**

**Grantee Final Report Form**

**Program Evaluation Narrative -** *on a separate sheet of paper,* *please provide us with a typed summary of whether or not your program goals were accomplished, whether or not you were able to execute your program effectively and why or why not, how many people were impacted by your program, and what kind of impact your program had on the community.*

**Financial Report -** *please use the example table below to provide us with your expense report detailing how you spent your award money and whether or not all funds were used for this year's project. You will need to modify your program specific line items as needed using the bolded categories below. If applicable, please provide a narrative explanation for why funds were not used or used for other purposes.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line Item** | **Amount**  **Allocated** | **Amount Used** | **Balance** |  |
|  |  |  |  |  |
| **Personnel** |  |  |  |  |
| examples: Program staff stipend |  |  |  |  |
| Vendor fees |  |  |  |  |
| Technical support fee |  |  |  |  |
|  |  |  |  |  |
| **Technical Needs** |  |  |  |  |
| examples: Costumes |  |  |  |  |
| Photographer |  |  |  |  |
| Room rental |  |  |  |  |
| Equipment rental |  |  |  |  |
|  |  |  |  |  |
| **Consumable Supplies** |  |  |  |  |
| examples: Program specific supplies |  |  |  |  |
| Promotional Material |  |  |  |  |
| Postage |  |  |  |  |
| Food & Beverages |  |  |  |  |
|  |  |  |  |  |
| **Total Budget**  *(must equal grant amount received)* |  |  |  |  |