

### Final Narrative and Financial Report Instructions

Thank you for partnering with RRF Foundation for Aging (RRF) to help improve the quality of life for all of us as we age. Upon completion of your grant, you will be asked to respond to the questions below so that RRF can close out your grant. As a learning organization, RRF hopes that the reporting process helps us understand your project's impact and lessons learned, while also helping your project team reflect on progress made during the grant period.

A month prior to your report due date, you will be sent a word version of the questions below so that you can type your responses directly into the report template. You will be asked to submit the report and final budget by the due date that is listed in your Grant Award Letter. If you anticipate that an extension will be needed, please contact your program officer prior to the project end date. We are providing these questions in advance for those who chose to think about responses ahead of time. Please note that this is a sample and some questions may change when you receive the final report template.

1. Please provide a brief summary of the work you completed (no more than 1-2 pages). This summary should tell the reader what you consider to be the project's most important learnings or findings, and what the impact of this work will be for your organization, older adults, and/or for the field of aging.

1a) Do you have a recent social media post or brief statement you can share with us that summarizes this work? If so, please include the statement (or link to media post) and let us know if we can share it with appropriate audiences.

2. Did you achieve your stated objectives? Please explain.

3. What challenges did the project face? (check all that apply)

<input type="checkbox"/>	change in org. commitment	<input type="checkbox"/>	staff turnover
<input type="checkbox"/>	coaching ( <i>for organizational capacity building grants only</i> )	<input type="checkbox"/>	subject recruitment/attrition
<input type="checkbox"/>	idea did not work	<input type="checkbox"/>	technology
<input type="checkbox"/>	loss of other funding	<input type="checkbox"/>	timeframe
<input type="checkbox"/>	not managed well	<input type="checkbox"/>	Trouble identifying/hiring project staff
<input type="checkbox"/>	not planned well	<input type="checkbox"/>	unexpected costs
<input type="checkbox"/>	problems with collaborators	<input type="checkbox"/>	none
<input type="checkbox"/>	problems with consultants	<input type="checkbox"/>	other

Please explain (open ended):

4. What additional benefits did the project have? (check all that apply)

<input type="checkbox"/>	established relationships with collaborating organizations
<input type="checkbox"/>	helped raise additional money
<input type="checkbox"/>	Resulted in additional volunteers
<input type="checkbox"/>	received publicity
<input type="checkbox"/>	resolved organizational issues
<input type="checkbox"/>	none
<input type="checkbox"/>	other

4a) Were any of these benefits unexpected? Please explain (open ended):



5. Describe how findings (results/conclusions) from your evaluation or analyses were, or will be, used by your organization and/or others in the field.
6. Describe how and with whom in the field you disseminated and shared your work, and what resulted from this. List all products available to date (e.g., articles, papers for presentation, brochures, questionnaires or scales others might use, manuals).
7. What are the next steps for this line of work? For your organization? For you as an investigator? Is additional funding needed? If so, how much funding has been secured and from what sources?
8. Is there anything else that you learned from this work that you want to share with us? This could include lessons learned or knowledge to share with others.
9. Did this work have a particular impact on issues related to diversity, equity, or inclusion that you would like to share?

In your reporting, RRF staff suggest that you apply age-inclusive, bias-free language. A great resource for this is [The National Center to Reframe Aging](#).

#### **Why Reframing Aging?**

The Reframing Aging Initiative is a long-term social change endeavor designed to improve the public's understanding of what aging means and the many ways that older people contribute to our society. This greater understanding will counter ageism and guide our nation's approach to ensuring supportive policies and programs for us all as we move through the life course.

[Learn More Here](#)

#### **Quick Start Guide**

This handy Quick Start Guide provides a brief overview of why ageism harms all of us, what ageism sounds like, some suggestions for what you can do to confront the injustice of ageism.

[Download Now](#)

#### **Final Financial Report**

Please complete and submit a final financial report along with this written report to RRF's online portal. The financial report should comprise of four column headings: budget items; amount originally approved by RRF for each item; amount actually spent; and the variance (you can find a sample budget [here](#)). Any major alterations in the budget should be explained in question 3 above (greater than 10% from what was originally budgeted). If your final financial report shows unexpended funds, please discuss this with your program officer prior to submitting the final report on this project.

You will be notified by your program officer once the close-out of your grant is complete.