

FINAL REPORTING REQUIREMENTS FOR STANDARD OCB GRANTEES

Grantees will submit their reports electronically via the Final Narrative and Financial Report form that is uploaded into the grantees' RRF Online Applications and Requirements accounts soon after grants are awarded. Grantees will receive an email notifying them when the report form has been uploaded into their account. In addition, they will receive instructions about how to access the form via an RRF Online Applications and Requirements Account.

The following provides guidance about preparation of the report.

The report is to be submitted by the due date specified on page four in the Grant Award Letter.

The report should be clear, concise, and well organized and should be double-spaced. Do not use gradient shading in charts, tables, or budget reports.

Final reports may be distributed to, or summarized for, a broader audience than the Foundation staff. Therefore, **grantees should not assume audience familiarity with the original proposal or other products**. There is no recommended length for final reports, but they should include the following:

1. Grantees will confirm that the cover sheet (shown in Tab 1 of the online report form) properly displays the following information:
 - Title of project
 - Sponsoring organization
 - Project start date
 - Project end date
2. Executive Summary: The Executive Summary should be three to five pages in length and should succinctly summarize the nature of the problem addressed, the final methodology undertaken, the most important findings/outcomes, and your sense of the project's value and its specific implications for your organization.
3. Grant Analysis Narrative
 - The names(s), address(es), phone number(s), e-mail(s) of Project Director(s) **and** the person completing the report, if different.
 - Identify any significant issues or problems during the grant period, evidence for them, how they affected progress toward objectives, and what corrective actions have been taken.
 - Summarize significant project modifications, if any, for this final project period (e.g., to original objectives, planned strategies, timetable, evaluation design, budget, and personnel). Include resumes of any new personnel, if applicable.

- List and discuss any unanticipated results or products (items discussed in earlier report can be listed with a reference to the appropriate document).
- List specific next steps your organization/project will take to build on the work completed to date.

4. Financial Report

Include a financial report of expenditures for the entire project. It should include three components: the original approved budget, the amount actually spent, and the variance. Any major alterations in the budget should be explained.

The following sample report template is for illustrative purposes only and can be changed as needed. You can download RRF's sample Financial Report Template for OCB projects [here](#). A grantee may use this format or any other that is appropriate for the project.

| Sample Financial Report Template | | | |
|---|--------------------------------|--|-----------------|
| | Funds Received from RRF | Actual Expenditure of RRF Funds | Variance |
| Personnel Expenses | | | |
| Payroll | \$ 78,000 | \$ 76,960 | \$ 1,040 |
| Benefits | \$ 7,020 | \$ 7,110 | \$ (90) |
| Total Personnel Expenses | \$ 85,020 | \$ 84,070 | \$ 950 |
| Direct Expenses | | | |
| Postage | \$ 200 | \$ 190 | \$ 10 |
| Printing | \$ 400 | \$ 385 | \$ 15 |
| Licensing Fees | \$ 5,500 | \$ 5,500 | \$ - |
| Office Supplies | \$ 200 | \$ 200 | \$ - |
| Travel | \$ 811 | \$ 1,150 | \$ (339) |
| Program supplies | \$ 300 | \$ 708 | \$ (408) |
| Total Direct Expenses | \$ 7,411 | \$ 8,133 | \$ (722) |
| Indirect Expenses | | | |
| | \$ 9,243 | \$ 9,243 | \$ - |
| Total Expenses | \$ 101,674 | \$ 101,446 | \$ 228 |

If a grantee has questions about completion of the report, the RRF Program Officer assigned to the grant will be glad to answer the questions.

Alternatively, if the Program Officer is not available, contact RRF at 773-714-8080 or info@rrf.org and another staff member will help you.