

**PRO NEIGHBORHOODS GRANT PROGRAM  
FINAL REPORT**

Date Submitted \_\_\_\_\_

Group Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Report Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount of Grant: \$ \_\_\_\_\_ How much did you spend? \$ \_\_\_\_\_

**Instructions:** The purpose of this report is to gather information about your funded project. There are two parts: one to report on your activities since your last quarterly report and one to reflect on the overall project. Please take the time to answer all the questions completely. Your responses help us improve our relationship with neighborhood groups. Feel free to use additional paper or the back of this form to respond.

**FINAL QUARTER (OR PERIOD SINCE THE LAST QUARTERLY REPORT)**

- What were your goals for this quarter? *Look back on your last quarterly report, if necessary.*  
Mark the ones you accomplished.

Goal 1:

Open a gift store and help other women to be entrepreneurs.

Accomplished?  yes  no

Goal 2:

Accomplished?  yes  no

Goal 3:

Accomplished?  yes  no

Goal 4:

Accomplished?  yes  no

- List any additional accomplishments:

1.

2.

3.

- How satisfied are you with what you have accomplished this quarter?

**very satisfied**

**somewhat satisfied**

**not at all satisfied**

Explain:

- What were the highlights of the project this quarter (e.g., media coverage, new volunteers, something unexpected)?

- What partnerships or collaborations have been generated through the project (with schools, businesses, agencies, etc.)? How have these new partners helped the project?

Name of partner/collaborator \_\_\_\_\_ How they helped \_\_\_\_\_.

- What obstacles or barriers to your project did your group encounter this quarter (e.g., volunteers, materials, finances, follow-through)?
- How did you overcome these obstacles?

**Note:** Please complete the financial report and volunteer hours for the past quarter using the forms on the last three pages.

### **OVERALL PROJECT**

- Summarize the issue your group was addressing.
- Describe briefly how your project addressed that issue.

- Was the project a success, and why?

- Of what aspect of your project is the group most proud?
  
- List any unanticipated outcomes - both positive results and drawbacks.
  
- What major lessons did you learn from carrying out this project?

- Have there been any additional people who have become active members of your group because of this project?  **YES**       **NO**

If yes, approximately how many?

- What new skills did your group gain from the project?

- How sufficient was the funding your group received through PRO Neighborhoods in meeting your project goals?  **Very Sufficient**       **Somewhat Sufficient**       **Not At All Sufficient**

Please explain:

- How satisfied are you with the help or support provided by PRO Neighborhoods for this project (other than grant funds)?  **Very Satisfied**       **Somewhat Satisfied**       **Not At All Satisfied**

Please explain:

- What are some of the things that PRO Neighborhoods did for your group that were particularly helpful?

- Please describe the future plans of your group after the completion of this project.

- Please provide any additional comments or suggestions you would like to make.

## PROJECT BUDGET/EXPENSES REPORT

*INSERT THE BUDGET AND EXPENSE REPORT*

*AND COPIES OF RECEIPTS FROM THIS QUARTER AFTER THIS PAGE.*

PRO Neighborhoods is interested in knowing what other resources, both cash and in-kind, groups have received. Please answer the following questions with as much detail as possible.

<b>NON-CASH DONATIONS RECEIVED THIS QUARTER</b> (food, materials, time, etc.)		
What you received	Who contributed it?	How much is it worth?
<i>Sample: Paint</i>	<i>Mrs. Brown</i>	\$ 25
<i>2 hours of volunteer hours (@\$17/hour) at neighborhood clean up</i>	<i>12 neighbors</i>	\$ 408
		\$
		+ \$
		+ \$
		+ \$
		+ \$
	<b>Total</b>	= \$

<b>CASH DONATIONS RECEIVED THIS QUARTER</b>	
Who contributed?	Amount contributed?
<i>Sample: Target Stores (grant)</i>	\$ 200
<i>Door-to-door knocking</i>	\$ 200
	+ \$
	+ \$
	+ \$
	+ \$
	+ \$
	+ \$
<b>Total</b>	= \$

Do you have any unspent PRO Neighborhoods funds? \_\_\_\_\_ If so, how much? \_\_\_\_\_ Will you be returning this money to PRO Neighborhoods? \_\_\_\_\_ If not, explain how this money will be used:

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## Volunteer Hours Documentation

**Group Name:**

**Project Name:**

When you contracted with PRO Neighborhoods, you agreed that your group would volunteer 15 person hours toward activities sponsored by or in support of PRO Neighborhoods. Eligible activities include: organizing and hosting a neighborhood meeting, inviting 10 neighborhood residents not involved in the project; mentoring another Grantee group; reviewing grant applications; assisting PRO Neighborhoods staff in the delivery of a workshop; or attending a workshop or event sponsored by PRO Neighborhoods.

Activities do *not* include those related to the completion of the funded project.

Of the 15 volunteer hours total that your group agreed to complete, the following was completed this past quarter:

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Name of group member	Volunteer Activity	# of hours	Date
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Name of group member	Volunteer Activity	# of hours	Date
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Name of group member	Volunteer Activity	# of hours	Date
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Name of group member	Volunteer Activity	# of hours	Date
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Name of group member	Volunteer Activity	# of hours	Date
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