



A FUND OF THE COMMUNITY FOUNDATION
FOR SOUTHERN ARIZONA



Final Report Guidelines
2016-2017 LGBT&S-Alliance Fund

****if you had an early completion of your project and have already submitted a report that was intended as your final report, just remind us of that fact. If not, then:**

Your report on the grant received in July 2016, can be presented on your agency's stationary in the form of a letter. However, the full report must be submitted via email as a single-file PDF document. Please limit your narrative to two pages and make sure that you answer the following questions/provide the following information:

- Name of person who prepared this report (if different from the individual signing the letter)
- Project Name
- Total Project Budget
- Grant Amount
- Restate the goals that were to be achieved during the year and tell us your progress toward their achievement since July 2016.
- What lessons have been learned since the grant was awarded? In retrospect, is there anything you would have done differently?
- What progress was made toward raising the additional funds needed to complete the program and to sustain it in the future?
- Anything else you would like to share?

Please attach a copy of any publicity received about your grant award.

Please email in a single pdf document a copy of this report, budget statement, and attachments. Please label your pdf (organizationname_projectname2016-17.pdf)

Email to:

Kelly Huber
Program Manager, LGBT&S Alliance Fund
Community Foundation for Southern Arizona
2250 E. Broadway Blvd.
Tucson, AZ 85719
khuber@cfsaz.org

What financial resources were needed to conduct the program?

Using the budget format provided here as a guide, attach an income and expense report for the program funded by the LGBT&S Alliance Fund. Be as specific as possible so that we understand the true costs of conducting this activity.

Do not hesitate to provide comments if you feel the budget or a particular line item needs additional explanation.

July 1, 2016 to May 30, 2017

Income:

	<i>Amount</i>
LGBT&S Alliance Fund	\$ _____
Source: _____	\$ _____
Source: _____	\$ _____
Source: _____	\$ _____
Source: _____	\$ _____
Total Income:	\$ _____

Comments:

Expenses:

<i>Notes</i>	<i>Amount</i>	<i>Alliance Fund</i>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Total Expenses:	\$ _____	\$ _____

Comments:

The narrative report, budget, and attachments are due no later than **May 30, 2017 by 5:00 pm. Thank you!**