

Detroit Public Schools Foundation Final Report Form

The Detroit Public Schools Foundation constantly monitors its grants to ensure their effectiveness. As part of this process, the Foundation requires a final report from its grantees and asks that you this final report form in regard to your grant. The Foundation appreciates your cooperation and thanks you for your response. Failure to timely submit this form will affect consideration of future funding for the grantee from the Foundation.

Grant Information			
Grant Number:	Grant Amount:		
Date of Program Completion:	Date of Evaluation:		
Grantee Contact Information			
Grantee Name:			
Contact Name and Title:			
Organization:			
Address:			
City:	State:	Zip Code:	
Phone #:			Fax#:
Email Address:			
1. Describe the program's impact, specific goals, outputs and/or outcomes and whether they were achieved.			
2. Describe the program's evaluation process (include evaluation tools and initial results/data.)			
3. Who benefitted from the program (demographics of students and other program participants, info on educators/families) and how did they benefit?			

4. Did unexpected challenges arise with the program and if yes, how were they addressed?
5. Describe lessons learned during the program. What would you do differently?
6. Do you intend to continue the program? If yes, how will it be sustained?
7. Please include at least 3 quotes from those who benefitted from the program and photos. (include stories of impact, program stories, any communications outreach, and anecdotes.)
8. List any ways to improve our grants process.

9. Budget (check one)

DPS Foundation managed the funds for this grant and I certify that all expenses have been submitted.

DPS Foundation disbursed the funds to the grantee and a separate budget, including a copy of all receipts and invoices is attached.

10. Please include relevant materials or digital photos with your report. **Note:** *If you have large files or a large amount of photos please create a dropbox (or similar service) account and share the link to the album with the Foundation.*

Grantee Evaluator

Name: _____

Title: _____

Email: _____

Phone: _____

Please **email** completed final report form with all other required documentation to Erica Sanders at esanders@dpsfdn.org. In the subject line of the email please type **FINAL REPORT** and **your grant number**.

Example: (FINAL REPORT – GN#XXXX/XX-XX)

your grant number

Note: The Foundation will not accept Final Reports and related attachments unless they are submitted by email.