

**Grant Completion Report**

**Grantee**:

**Contact:**

**Project Title:**

**Date Awarded: Amount Granted:**

**Returned Funds:**

The Trustees of the Davis Conservation Foundation require that you provide a completion report. If the project is not completed within 12 months of receipt of funds, please contact the Program Officer via email or phone to provide a progress report on your activities, including your project's expected completion date. Please keep your report under 2 pages if possible.

**Project Status (please select one)**

□ Goal(s) completed as planned in original proposal

□ Goal(s) completed with some project revision

□ Goal(s) partially completed

□ Goal(s) not completed

1. **What were your original goals and projected outcomes for this project? Please report what was achieved using the criteria stated in your proposal (for example, data or statistics collected, or other measurable outcomes).**
2. **How did your project impact the community or your target population? Please provide relevant statistics if available.**
3. **Did you encounter any unexpected obstacles or opportunities in carrying out your work? If yes, did these obstacles or opportunities cause you to make any significant changes to the original project or proposal? For example, were changes made to the project budget, timeline, partners, or expected results?**
4. **How were the Davis Conservation Foundation grant funds spent?** **Please attach an itemized expense summary comparing actual expenses with your original budget. Contact staff if you need a copy of your original budget.**
5. **Did our grant attract other funding for your project? □ Yes □ No**

**(Please explain)**

1. **Did our grant, in combination with funding from other sources, result in excess funding for your project? □ Yes □ No**

**(Please explain)**

1. **If applicable, how do you propose to provide adequate funding for this project in the future and what are the next steps in its development?**
2. **In an effort to improve our grantmaking, we welcome any additional comments you wish to make regarding our grant application, award notification and post-grant reporting process.**

Please email this report in Word format to [dcf@davisfoundations.org](mailto:dcf@davisfoundations.org). Also include:

* An itemized budget comparing actual income and expenses with your original budget.
* Brief supplemental material in addition to the required information if applicable. Pictures, maps, etc.