**Final Report: Multi-year Template**

\*Please have a copy of your previous Progress Report, Funding Application, and Funding Letter of Agreement on hand to draft your report. If you require a copy of these materials or have any questions concerning your report, contact Ben Liadsky at 416-923-8953 ext. 121 or ben@counselling.net

## **Name:**

## **Organization:**

## **Reporting Date:**

# **Progress Update**

The answers to these questions provide an overview of the original intent of the funding request and compares how the project progressed during this reporting period and over the lifecycle of our funding relationship versus what was initially intended. It also provides insight into how this iniative affected the community you serve and your organization during both periods.

## What events, activities, or outputs were completed?

## (Suggested word length: 100–150 words / point-form is fine)

## What progress was made over the life cycle of this funding relationship towards realizing the change you hoped to affect as outlined in your Letter of Intent?(Suggested word length: 200–250 words)

1. (Optional) If you have a blog, video, or resource that highlights some of the work your program/project has engaged with, and would like to share it, please include a link below and indicate if you are comfortable with us sharing it to our network.

## Did the funding provided lead to any capacity-building within your organization? If yes, describe what capacity-building was accomplished and how has or it will enhance what you do?

## (Suggested word length: 100–150 words / point-form is fine)

# **Lessons Learned**

This section is intended to encourage you to reflect on what you have learned with the support of this funding and to think about whether this learning points you toward making minor or major adjustments to your organization programmatically or changes in resource allocation.

1. What were the primary lessons that you, other staff, or volunteers learned about your organization or the clients/participants you serve/support during: (a) this reporting period; and (b) since first receiving funding? How might these lessons impact your future thinking, performance, or services?(Suggested word length: 200–250 words)
2. What do you consider to be the greatest strength(s) of the project/program?(Suggested word length: 150–200 words)
3. Were there any disappointments in this project/program? If yes, please elaborate.(Suggested word length: 150–200 words)
4. What advice would you have for another organization that was either looking to work with a similar population (e.g., new immigrants), in a specific geographic region (e.g., Halifax), or in a similar type of way (e.g., starting an alumni mentorship program)?  
   (Suggested word length: 150–200 words)
5. Were there any unanticipated results, either positive or negative, since first receiving funding that you have not already described above? E.g., change in staff, new funding secured, etc.   
   (Suggested word length: 100–150 words)

## If you have identified areas where improved collaboration between organizations or sectors would lead to increased positive outcomes for your organization or clients, briefly describe your ideas. (Suggested word length: 100–150 words)

# **Knowledge Transfer**

## In what ways have you shared the process or results of this work with stakeholders? E.g., I have shared our manual with our provincial association or I presented our work at the XYZ conference.

(Suggested word length: 150–200 words)

# **Future Plans**

These questions allow us to get a sense of the potential legacy of our funding. We are interested in knowing if a program or project will continue, and if it will, how you intend to secure financing for it after funding from the Foundation ends.

## If you noted in your Funding Application that you planned to contact one or several funding organizations to secure financing to sustain or expand this program/project, what have you done during this reporting period to accomplish this milestone?

## If discontinuing the program/project, what factors led to this decision?

# **Final Comments**

We are interested in finding any opportunities to improve how we operate. Your feedback will be considered and is very much appreciated!

## What, if any, advice do you have for us to improve how we support organizations like yours (For example, thinking about our application and reporting process or overall communication)?