**Final Report: Single Year Template**

\*Please have a copy of your 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 so far versus what was initially intended. It also provides insight into how this initiative has affected the community you serve and your organization at this point.

## What progress was made toward your learning goals (Please refer to your Funding Application)?

## (Suggested word length: 200-250 words)

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

## (Suggested word length: 200-250 words / point-form is fine)

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.

# **Lessons Learned**

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

## As a result of this program/project, what were some new or surprising insights for:

## You?

## Other staff/volunteers?

## Clients/service users or project/program partners?

## (Suggested word length: 200-250 words, answer as appropriate)

## As a result of this program/project, what were some ideas or practices that were reinforced for you, other staff/volunteers, clients or project/program partners?

## (Suggested word length: 200-250 words)

## What advice, based on what you learned over the course of this funding period, 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)

# **Sustainability**

## 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 progress has been made?

## 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 and overall communication)?