SEVEN TIPS
for writing your
FMPC Grant Award Final Report

Tip 1
Meet the Deadline
Due March 1

Request extension *in advance* & suggest new date

Tip 2
Understand the Purpose of FMPC Report

Performance Reporting
Sharing Highlights with Chapters
Funding Accountability
2016 FMPC GRANT AWARDS: FINAL REPORT & GUIDELINES

Please read this form before you start to write. The 2016 FMPC Grant Awards Final Report Final Reports are due by March 1, 2016. 2016 FMPC Grant Awards cover a 12-month grant period from February 1, 2015 to January 31, 2016.

A Request for Extension requires approval from the Foundation prior to February 1, 2016. Extensions will involve no additional cost to the Foundation. In the absence of an approved grant period extension, funds unspent after the close of the grant period shall be considered as being repayable to the Foundation. The amount of unspent funds or deferred accounts must be reported and arrangements made for repayment.

Please direct questions about preparing reports to egoodman@aafp.org or call the AAFP Foundation at 1-800-274-2237 x 4457.

ORGANIZATION:

PROJECT TITLE:

GRANT REPORTING PERIOD:

CONTACT PERSON:

I. PERFORMANCE REPORTING SUMMARY OF ACCOMPLISHMENTS: (PLEASE INCLUDE METRICS e.g. number of participants, items produced, attendance rates, visits, materials distributed, website hits, dollars leveraged, summary of pre- and post-surveys etc.)

Highlight measurable, positive outcomes.

II. SHARING HIGHLIGHTS LESSONS LEARNED:

1. WERE YOUR OBJECTIVES, AS STATED IN YOUR APPLICATION, MET OR CHANGED? IF CHANGED, PLEASE BRIEFLY DESCRIBE WHAT WERE THE KEY CHALLENGES YOU ENCOUNTERED? HOW WERE THEY OVERCOME?

Summarize details from your original grant application; pay special attention to anything that changed and note challenges and how they were overcome.

2. DESCRIBE ANY UNANTICIPATED BENEFITS TO YOUR ORGANIZATION OR TO PARTICIPANTS IN TERMS OF OUTCOMES BEYOND THE ORIGINAL GOALS OR ACTIVITIES.

This is about magnifying grant-funded efforts.

3. HOW DID THE GRANT HELP YOU FORM NEW RELATIONSHIPS, PARTNERSHIPS, OR LEVERAGE MORE FUNDING? LIST ANY ORGANIZATIONS THAT WERE ACTIVE PARTNERS.

This is about magnifying grant-funded efforts.

III. (PICTURES & STORIES ABOUT THE PEOPLE HELPED) IMPACT: (PHOTOS ARE GREATLY APPRECIATED. WE WANT TO KNOW HOW FMPC GRANTS ARE MAKING A DIFFERENCE TO THE PEOPLE YOU SERVE. HOW DID THIS GRANT MAKE AN IMPACT ON A DIFFERENCE TO ONE PERSON? IT MAY HAVE BEEN A PARTICIPANT, A STAFF MEMBER OR A VOLUNTEER. USING A Pseudonym or permission of an individual who was helped, please identify what happened: who, where, the situation before the grant (context), what happened, and the impact observed or a quote from the person.

IV. (IMPACT & INFLUENCE) OUTREACH INFORMATION: (please provide examples of material that show how you have changed the way you do about this activity (e.g. press or news items, brochures, newsletters, website, URL, flyers, etc.)

V. (SHARING HIGHLIGHTS) WOULD YOU LIKE TO SHARE YOUR PROJECT & RESULTS WITH OTHER MEMBERS AT THE FMPC SPRING OR FALL MEETING?

VI. (FUNDING ACCOUNTABILITY) BUDGET RECONCILIATION: (Report all expenses associated with the project including those assigned to FMPC, other and in-kind sources. Expenses listed in the FMPC Funds column should equal your FMPC Grant Award.

<table>
<thead>
<tr>
<th>FINAL BUDGET ACTUAL EXPENSES</th>
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<tbody>
<tr>
<td>FMPC Funds ($)</td>
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<td>----------------</td>
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<tr>
<td>STAFFING</td>
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<td>SUPPLIES</td>
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<td>EQUIPMENT</td>
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<tr>
<td>OTHER</td>
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<tr>
<td>TOTAL</td>
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BUDGET NARRATIVE:

STAFFING

SUPPLIES

EQUIPMENT

AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION
Tip 3
Read the form before you start to write

Tip 4
Connect the dots
Your application should guide your final report
Tip 5
Use Bullet Points

• Help guide readers
• Organize key points into easy-to-read bulleted lists

Tip 6: Include PICTURES

Tip 7
Include STORIES about people you helped

What’s Your Story?