



Final Report Outline

The final report is your opportunity to share the significant features of your project and present information about the results your project achieved. The document should be written as if the reader has no previous knowledge of your project's activities. The report should cover the entire period of performance. It must review and highlight all activities that occurred during the implementation of the project, including an assessment of all performance measures that were proposed in the ARC project application. The template below contains all the required elements.

Final Report Narrative Outline

Name of Project _____ ARC Project Number: _____

Grantee Name: _____ Grant Period: _____

Project Director: _____ ARC Grant Amount: _____

Background

Provide a short statement regarding the need for this project. What problems did you hope to solve when you applied for ARC funding?

Recent/Upcoming Activities

Describe in detail what happened during this reporting period and explain how you implemented the approved scope of work. If there have been significant changes to your program during the course of the project, or if the project was implemented differently than described in your original proposal, please describe those changes here. If you retained a consultant, list their credentials and describe what they were paid to do.

Progress Made Toward Project Outcomes

Provide any statistical information that helps document the outputs and outcomes of your project to date. Data will vary according to the type of activities you completed. Although it may be difficult to document outcomes (results) at this time, grantees should report progress made to-date. If outputs and/or outcomes will not be attained until after the end of the grant period, predict the likelihood of meeting those original targets—and give a date. You are responsible for accurately tracking and documenting all listed outputs and outcomes from the Approval Memo and the Performance tab in ARCnet.

Write an assessment of how your project has impacted the problems you were trying to solve. Were there unexpected benefits? Shortfalls? Also, provide a summary table of the outputs and the outcomes achieved to-date for the entire project performance period as applicable. Please see the sample below.

Measure	Projected	Achieved this Reporting Period	Achieved from Start to End of Reporting Period	Description of Measure	% of Goal
Participants Served	100	10	110	Participants attended literary class	110%
Participants Improved	25	5	25	Participants who are now able to read as a result of this class	100%

Problems Encountered

Describe all major issues that arose during the implementation of the project. What would you do differently if you were starting this project again? Knowing the types of difficulties you encountered and how you resolved them will guide us in offering technical assistance to future grant applicants. Address each issue separately in its own section and describe whether and how the issues were resolved. Also, briefly discuss the implications of any unresolved issues or concerns.

Outlook for Program Continuation and Sustainability

Describe how the project activities will be sustained without the grant funding. Did the project generate income? Will the program continue with other funding, and if so, what other sources of funds have been identified? If the program is to be discontinued, has it served its purpose, or is there still a need to solve the problems you were addressing? What additional steps are being taken to obtain other resources needed to continue the project?

Conclusions and Recommendations

Summarize your entire project and the lessons learned during its implementation. Include a review of your successes and suggest ways that your experience may be helpful to others.

Attachments

Attach or include material that helps to describe your project and documents your success, such as photographs, news clippings, maps, links to videos, and/or website addresses. Also, please attach copies of any written evaluations that may have been completed for your project. NOTE: You should have written permission or releases signed by the individuals and/or their guardians, to use photos of any recognizable individuals before sending them to ARC. Do not send the photo releases but retain them with your project files Do not send personally identifiable information, as defined in 2 CFR 200.79, e.g. social security numbers, birthdates. Grant files are subject to public inspection.