



FINAL REPORT REQUIREMENTS

All grantees must submit a final report to the Health Trust. Refer to your signed grant award letter or the Health Trust's website (www.healthtrust.net) to determine your due date. Submit one (1) copy of your final report (along with required attachments) to the Health Trust no later than the due date. The final report should describe what was accomplished programmatically with Health Trust funding and account for expenditure of grant funds.

You may either email or mail a copy of your report to:

Jennifer M. Rosenkranz, Senior Program Officer, Michael Reese Health Trust

Email address: jrosenkranz@healthtrust.net

Mailing address: 150 N. Wacker Drive, Suite 2320, Chicago, IL 60606

Your report should follow this format:

COVER PAGE with the following:

Date of report; Name of Organization; Title of Project; Grant Amount; Grant time period; Project Director's Name with contact information (include title, address, phone number and email); and Name of person completing report (include title, address, phone number and email).

The report must be signed by the grantee organization's Executive Director

NARRATIVE: Please answer the following questions.

- 1) Your grant's progress will be measured against the goals, objectives and indicators established by you in your proposal. Using the Program Detail Form you submitted with your proposal, please report on the program's (or organization's) activities and advancement toward achieving progress and outcome indicators. (When possible, please add a row and/or column to the Program Detail Form to describe your progress.)
- 2) If the project did not reach its progress or outcome indicators, please describe the challenges. What actions have been taken to resolve these challenges?
- 3) Please describe any significant changes in terms of any of the following: goals, objectives, activities, indicators, timetable, evaluation, budget, personnel?
- 4) Will the activities supported by the grant be sustained at your organization? What lessons have been learned during the grant period? How will these "lessons learned" be used to improve the program and/or make your organization more effective in the future?

FINANCIAL REPORT:

- 1) Attach a financial report of Health Trust grant expenditures. It should include three columns. The first should show the proposed budget items for the grant year, the second should show the amount actually spent, and the third, the variance. Any major alterations in the budget should be explained. This item refers only to the grant amount you received from the Health Trust, not the entire program budget.
- 2) If the Health Trust grant is part of a larger program budget, attach a copy of that budget for the grant period.
- 3) Attach a copy of the organization's budget for the grant period.

PRODUCTS PRODUCED:

If relevant, append products (articles, papers for presentation, brochures, manuals, pages from web sites, etc.) that have been produced during the grant period.