



**Houston Junior Forum, Inc.
Community Grants
Final Project/Program Report**

Complete the following Final Project/Program Report and submit it with the required financial documentation to comply with the terms and conditions attached to the grant awarded by the HJF Community Grants Committee.

NO EXTENSIONS SHALL BE GRANTED FOR FINAL REPORT SUBMISSION.

<i>Organization Information</i>
Organization Name:
Organization Tax ID#:
Name of Primary Contact for Grant:
Project/Program Title:
Amount of Grant:
<i>Project/Program Evaluation Report – complete all applicable items.</i>
Project Summary: <i>(100 words max)</i>
Project Objectives: <i>(What did you want to achieve or accomplish? Include timeframe.)</i>
Population: <i>(Who was served or benefited from the project? How many people participated in the project?)</i>
Inputs: <i>(What resources – funding, staff, volunteers, equipment, supplies, materials, etc. were used by or were dedicated to the project/program?)</i>
Methods: <i>(What services were provided? How were these services provided and how often?)</i>

Feedback: *(What worked well? Did you encounter unexpected difficulties? What improvements will you make? How will this influence your organization in the future? What else might be helpful for the HJF Grants Committee to know?)*

Project Future: *(Will this project continue? If yes, what are the future goals for the project and how will you fund it? If no, why not?)*

Community Impact: *(What were the changes or benefits to the people who participated in the project /program? How was the community enhanced by this project? What other effects/impact did the project have at the community level or at a level less than the entire community?)*

Signature of Responsible Board President/Administrator

Title

Date Signed

- Please submit the completed Application, with supporting documentation, to [hjfccommunitygrants@gmail.com](mailto:hjfcommunitygrants@gmail.com).
- Please note in the subject field, “Grant Final Report” followed by the name of the organization.
- Please include copies of invoices/receipts or other documentation, showing the disbursement of grant funds, as an attached document or as JPG or PDF files.
