**Most commonly, you will see this term, "final report," used in reference to grants and institutional funding. A final report is a document through which you share your project activities, successes, challenges, future plans, and actual financials. Sometimes a specific format is required, and other times it can simply take the shape of a short, one- to three-page letter.**

**STEP ONE:**
Research the necessary final report parameters for your grantor and follow the prompts. If no prompts are given, prepare a formal business letter on organization or project letterhead. Developing a final report will allow you to reconcile what you set out to do with how it actually unfolded—financially, programmatically, and logistically. The final report can double as an evaluation tool for your project. It is a way for the funder to evaluate the funded program.

**STEP TWO:**
In the first paragraph, detail the project time, date, place, and purpose. Give a short overview of the project.

**STEP THREE:**
In the body of the letter, detail the impact made by the grant funds and how they were used to support your activity. Give details about the project/program/event to help the funder understand what took place. Include information from the evaluations including attendance, what participants thought of the project/program/event and what challenges or problems you faced. Use a narrative tone to tell the story of the event logically and chronologically. Articulate what you learned, and how you would adjust your plans in the future. This is a great place to include quotes from participants that highlight the positive outcomes of the project/program/event.

**STEP FOUR:**
In the final paragraph, acknowledge the importance of the funder's support and formally close the letter.

**STEP FIVE:**
If requested by the funder, provide your actual budget and context or reasoning surrounding the changes from your original budget.

**STEP SIX:**

Share collateral such as related pictures, programs, or videos. Help to tell the narrative of the program/project/event through visuals.

**STEP SEVEN:**

Triple-check grammar, spelling, and salutation. A final report doesn't have to be limited to institutional funders. Put your creativity to use, and you can easily transform it into an engaging update for your donors and stakeholders! They too deserve to understand your team's success and the impact they, and others, have on your work. You can edit your final report created for one funder into multiple formats to use for other stakeholders.