**Detroit Public Schools Foundation** **Final Report Form**

The Detroit Public Schools Foundation constantly monitors its grants to ensure their effectiveness. As part of this process, the Foundation requires a final report from its grantees and asks that you this final report form in regard to your grant. The Foundation appreciates your cooperation and thanks you for your response. Failure to timely submit this form will affect consideration of future funding for the grantee from the Foundation.

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| **Grant Information** | | | | | |
| Grant Number: Click or tap here to enter text. | | Grant Amount: Click or tap here to enter text. | | | |
| Date of Program Completion: Click or tap to enter a date. | | Date of Evaluation: Click or tap to enter a date. | | | |
| **Grantee Contact Information** | | | | | |
| Grantee Name: | Click or tap here to enter text. | | | | |
| Contact Name and Title: | Click or tap here to enter text. | | | | |
| Organization: | Click or tap here to enter text. | | | | |
| Address: | Click or tap here to enter text. | | | | |
| City: | City | | State: State | | Zip Code: Zip Code |
| Phone #: | Click or tap here to enter text. | | | Fax#: Click or tap here to enter text. | |
| Email Address: | Click or tap here to enter text. | | | | |

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| 1. Describe the program’s impact, specific goals, outputs and/or outcomes and whether they were achieved. |
| Click or tap here to enter text. |

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| 1. Describe the program’s evaluation process (include evaluation tools and initial results/data.) |
| Click or tap here to enter text. |
| 1. Who benefitted from the program (demographics of students and other program participants, info on educators/families) and how did they benefit? |
| Click or tap here to enter text. |
| 1. Did unexpected challenges arise with the program and if yes, how were they addressed? |
| Click or tap here to enter text. |
| 1. Describe lessons learned during the program. What would you do differently? |
| Click or tap here to enter text. |
| 1. Do you intend to continue the program? If yes, how will it be sustained? |
| Click or tap here to enter text. |
| 1. Please include at least 3 quotes from those who benefitted from the program and photos. (include stories of impact, program stories, any communications outreach, and anecdotes.) |
| Click or tap here to enter text. |
| 1. List any ways to improve our grants process. |
| Click or tap here to enter text. |

1. Budget *(check one)*   
   [] DPS Foundation managed the funds for this grant and I certify that all expenses have been submitted.

[] DPS Foundation disbursed the funds to the grantee and a separate budget, including a copy of all receipts and invoices is attached.

1. Please include relevant materials or digital photos with your report. **Note:** *If you have large files or a large amount of photos please create a dropbox (or similar service) account and share the link to the album with the Foundation.*

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| **Grantee Evaluator** |

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| Name: Click or tap here to enter text. |  | Title: Click or tap here to enter text. |
| Email: Click or tap here to enter text. |  | Phone: Click or tap here to enter text. |

Please **email** completed final report form with all other required documentation to Erica Sanders at esanders@dpsfdn.org. In the subject line of the email please type **FINAL REPORT** and **your grant number.**

**Example: (FINAL REPORT – GN#XXXX/XX-XX)  
 your grant number**

**Note:** The Foundation will not accept Final Reports and related attachments unless they are submitted by email.