



**EPISCOPAL
COMMUNITY
FOUNDATION**
FOR MIDDLE AND NORTH GEORGIA

Partnering with Episcopal communities in Middle and North Georgia to lift up people facing poverty and oppression, creating sustainable impact for individuals, families, and communities.

Expectations for Grant Final Reports

Congratulations on receiving a grant from the Episcopal Community Foundation for Middle and North Georgia! As you know, ECF partners with Episcopal communities to serve the poor and oppressed throughout Middle and North Georgia by providing funding, leadership, and resources, and we are thrilled to partner with you and your efforts to establish greater mission and outreach activity in our parishes.

To properly steward the resources of ECF, we require reporting for all funding requests. All parishes/organizations must provide a final report at the conclusion of their funding, and, depending on the specific circumstances of your grant, you may have additional reporting required throughout your grant period. Information detailing the specific reporting for your grant was included in the grant agreement signed upon the award of your grant.

Each grant that ECF provides funds unique and exciting efforts. However, since each grant is structured around different efforts and outcomes, we cannot provide a “one size fits all” form for our grant final reports. Your grant agreement outlines all the expectations for your final report, but to communicate clearly, we’ve provided this informational sheet.

- **Report Due Date:** Your grant agreement specifically states the due date for your final report (as well as any additional required progress reports) as a part of the special conditions of your grant. Please take note of this due date as we will not consider future grant proposals from grantees who have not submitted a satisfactory final report for previous grants in a timely matter.
 - If we receive your final report and determine that it needs additional work/information, we will let you know as soon as possible.
- **Grant Purpose:** Your grant agreement specifically states the grant purpose that your grant is intended to fund. If something changes with your work or circumstances, you **MUST** communicate with ECF’s Executive Director at the time of the change to determine if the grant is still valid or if the funds must be refunded (per the grant agreement). Simply reporting these changes in the final report without prior communication may be grounds for requiring that your grant be refunded, even if the funds have already been spent.
- **Outcomes Reporting:** Your application outlined what you hope to achieve with your grant funds. Your final report should revisit these outcomes and report against them in detail (you served X people, you started x program, etc.) If you were required to submit a logic model with your application, this is a great document to review when reporting on your proposed outcomes. We need to be able to say “ECF’s funds were used in accordance with ECF’s mission by the grantee who accomplished XYZ, which is what they said they would do.”
- **Financial Reporting:** As a part of your application, you were required to provide a detailed, itemized budget for your grant proposal. Your final report should clearly outline how your funds were utilized to the grant purpose by providing supporting documentation (per the grant agreement). This includes a record of the expenditures for our review (per the agreement) such as a report against the budget from the application, receipts for expenses, etc.
- **Recognition/Publicity:** Your grant agreement specifically states how your grant is to be recognized (most of these requirements are determined based on what you communicated was possible in your application). For your report, please include copies of emails and newsletters, images of social media posts and signage, and any other record of how this grant was recognized. (Additionally, you are welcome to send these to us throughout the duration of your grant, and we love to share social media posts from our grantees!)
- **Photographs:** We are constantly seeking ways to utilize photos to tell the stories of how our grants are being utilized. We also recognize that when working with clients, there are often limitations on photos due to confidentiality. Please send us any photos that are related to your grant and are appropriate for us to share publicly. For capital projects, before/after photos are great; for other efforts, it may be more challenging to submit photos, but we encourage you to submit whatever you can! We prefer to receive these as separate digital images – they are much higher quality than images printed on paper or inserted into other documents (though you can send them that way as well).

If you have questions or need to discuss your report, please contact Lindsey Hardegree, Executive Director of the Episcopal Community Foundation for Middle and North Georgia, at LHardegree@episcopalatlanta.org or 404.601.5362.