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Connecticut Humanities Connecticut Humanities Fund

37 Broad Street Capacity Building Grant

Middletown, CT 06457 Final Reports

**Grant Final Report – Capacity Building Grant**

This report summarizes the final disposition of your grant-funded project. There are two sections: Project Narrative and Financial Final Report (separate Excel document). Both completed sections and a *copy of the consultant/expert report generated during the course of this project* must be received at Connecticut Humanities by the date specified in your contract. Both the Narrative and Financial reports must be signed by the appropriate official(s) and may be submitted via mail or email to CTH.

When reports are approved by CTH the final grant award payment will be made.

If final reports are not received with complete information and signatures by the due date the organization will be not be allowed to apply for future CTH grants until it has complied with all reporting requirements.

CTH Grant Award #:

Project Title:

**Project Narrative**

1. Briefly describe the actual process your capacity-building exercise followed. Please list the date(s) and location(s) and purpose of major meetings, workshops and other activities, along with a list (name and title) of those who participated in the process.
2. State the original goals of the project. Did those goals change during the course of the project?
3. Did you meet the project goals during the course of the grant period? If not, please describe remaining work and timeframe for its completion.
4. What aspects of your project fell short of expectations and why do you think that happened?
5. Capacity Building grants typically develop plans or framework for organizational growth or change. Please tell us about how you intend to implement the plans you have just developed. Specifically:
* Were any plans implemented during the grant period?
* How will you ensure remaining plans will be implemented in the coming months?
* Do you currently have the capacity to monitor progress on implementation or will you need to develop additional resources (volunteer or professional) to keep the process on track?
1. Have you identified any impediments to implementing the plans you have developed? If so, what are they?
2. What suggestions do you have that would be helpful to other grantees in managing projects of this type?

**Project Director Certification**: I certify that the information in this report is true and correct and that all expenditures were incurred solely for the purposes of the above numbered grant, during the grant period, and in accordance with the agreed conditions of the award.

(Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_