



## Grant Final Report Format

### **Formatting Notes**

- Reports should be printed on white paper, using a 12-point (Times or similar) and one-inch margins on all sides; pages should be numbered.
- Reports should not be placed in binders or folders; one staple or paper clip in the upper-left hand corner, securing all pages, is sufficient.
- Please mail the original to our office and send an electronic copy to [communityrelations@imf.org](mailto:communityrelations@imf.org).

### **A. Cover Sheet**

- a. Organization's name and contact information (full address, including mailing address if different, and telephone, fax, and Web address)
- b. Contact person's name, title, and contact information (telephone, fax, email)
- c. Period and total dollar amount of this support
- d. Period covered by this report
- e. Signature of Executive Director

### **B. Program and General Requests Report (2-3 pages)**

- a. Briefly restate the plan outlined in the original request. Were any modifications to the plan necessary? If so, please describe. What effects have modifications had?
- b. Briefly restate the measurable outcomes as outlined in the original request. What progress have you made toward achieving these outcomes during this period? If outcomes have changed from those originally proposed, please explain why. What has been the effect of any changes?
- c. What methods or strategies are being used to gather data on the program? Are there any findings of interest as of this point? If so, please elaborate.
- d. Lessons learned: what do you consider to be the greatest strengths(s) of the program? What do you consider to be the most important concerns(s) – apart from finances – currently facing the program?
- e. Has this grant been instrumental in attracting additional resources in the form of people, money, goods, services, or publicity? If so, describe.
- f. As applicable, explain any plans for ongoing funding, expansion, modification, or replication of the program.
- g. List other funding sources and amounts received during this period for this program.

**Required Attachment:** Organization and program budgets as submitted in original proposal, and actual for this period. Explain any variances over 10 percent.