**Brian M. Davis Charitable Foundation - Final Report (SAMPLE)**

**Congratulations on all your work over the period of our grant**. We are keen to hear what was achieved and to understand how it benefitted the community.

**We like reports to be brief**. To ensure that reporting is simple for you and useful to both of us, we ask for a maximum of 500 words per response. Base your report on goals and outcomes you aimed to bring about, or make progress towards, over the term of our funding and beyond.

**We don’t just want to hear about your successes**. While many projects develop as anticipated, we also understand that some don't always proceed according to plan. We are genuinely interested in also knowing when things didn’t work out like you expected. How did you learn from this experience and use the knowledge to move forward?

**Support materials**. We ask for a financial acquittal. If you also have documents such as evaluations, impact reports or other material you would like to share, you can attach them on the next page.

If you have any questions or require an extension of time, please contact us at [applications@brianmdavis.org.au](mailto:applications@brianmdavis.org.au)

**KEY GRANT DETAILS**

**Organisation Name:** *pre-populated from request*

**Project Title:** *pre-populated from request*

**Project Contact**: *pre-populated from request*

**Change of Project Contact?** *If the primary contact for the project has changed, please provide the new contact's name, position, email and phone.*

**Report Due Date:** *pre-populated from request*

**PROJECT OUTCOMES**

**Key Project Achievements.***Provide a brief listing of up to 5 key project achievements (up to 500 words).   
Please include quantitative data, not generalised statements, e.g. 35 vulnerable families provided with intensive wraparound support services comprising....*

**What were the Actual Outcomes?** *In your original grant application, you provided the following anticipated 2-3 long term outcomes for your project and detailed how you intended to measure them. Now that the project has been delivered, explain the effects on participants/beneficiaries from their involvement in the project and how you measured this.*

**Anticipated Long Term Outcome 1***pre-populated from request*

**Actual achievements towards Long Term Outcome 1** *(up to 500 words)***:**

**Anticipated Long Term Outcome 2***pre-populated from request*

**Actual achievements towards Long Term Outcome 2** *(up to 500 words)***:**

**Anticipated Long Term Outcome 3***pre-populated from request*

**Actual achievements towards Long Term Outcome 3** *(up to 500 words)***:**

**Is there anything else you would like to tell us about your project's outcomes and achievements?** *(up to 300 words).*

**Did you meet any challenges which affected delivery of your project?** *Consider internal and external issues. Provide brief details of key learnings e.g. improvement areas, reasons for success or challenges, and applying learnings to future projects. Dot points are acceptable (up to 500 words).*

**What has been surprising?** *(up to 300 words).*

**What is the future of the project?***If your project is ongoing, what are your plans and how will it be funded? (up to 300 words).*

**ATTACHMENTS**

*Please upload your financial acquittal and any other documents you would like to share such as impact reports, media, photos or videos arising from your project over the past year. You are also welcome to email us with any material arising from your project.*

**Financial Acquittal**

Upload your financial acquittal showing the original budget as submitted with your grant application, and the income and expenses accrued.

If you have unexpended funds, please contact us to discuss before submitting your Final Report as it may be appropriate for an extension to the report's due date.

**Support Materials**

If you would like to share copies of documents e.g. impact reports, literature review, internal or external evaluation, reports, media articles or other materials such as images, please upload them here or email them to [applications@brianmdavis.org.au](mailto:applications@brianmdavis.org.au)

You must ensure that all rights, consents, licenses and permissions have been obtained prior to submitting images and quotes. For images, please advise us of any captions, names of people pictured and acknowledgements.

The provision of information and images will be taken as permission to reproduce and publish in any Brian M. Davis Charitable Foundation publications, however, we will always check with you beforehand to confirm.

**Attachment 1: Attachment 2: Attachment 3:**

**SUBMISSION**

**Name of person submitting report:**

**Position of person submitting report:**

**Email address of person submitting report:**