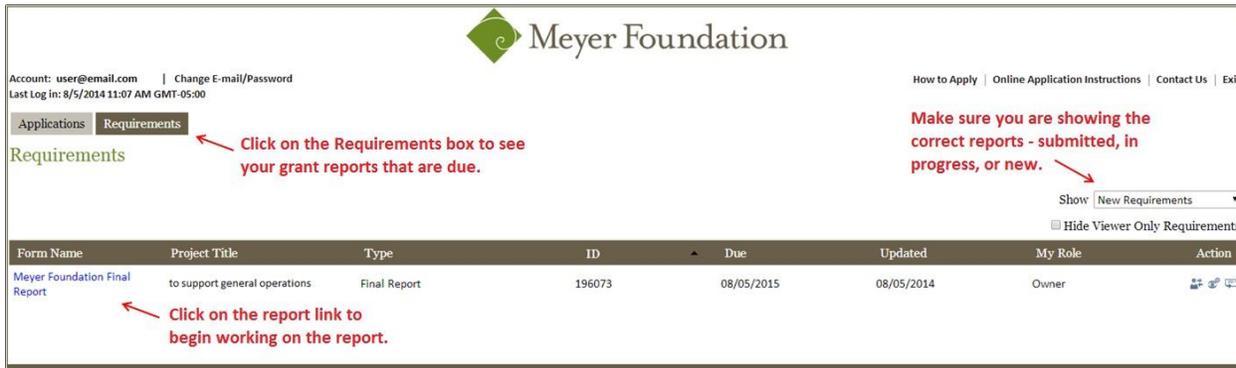


Final Report Guidelines



Account: user@email.com | Change E-mail/Password
Last Log in: 8/5/2014 11:07 AM GMT-05:00

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Applications Requirements

Requirements

Click on the Requirements box to see your grant reports that are due.

Make sure you are showing the correct reports - submitted, in progress, or new.

Show New Requirements

Hide Viewer Only Requirements

Form Name	Project Title	Type	ID	Due	Updated	My Role	Action
Meyer Foundation Final Report	to support general operations	Final Report	196073	08/05/2015	08/05/2014	Owner	  

Click on the report link to begin working on the report.

To submit your report, click the **Account Login** button at the top of Meyer's homepage (www.meyerfoundation.org). Log in and navigate to the **Requirements** tab, where you can find the link to upload your report documents.

Narrative Report

Your final report, which should be no more than four pages, should address the following questions:

1. What progress have you made toward achieving the measurable impact you described in your application? What evidence do you have to demonstrate your success? If you did not achieve your intended results, why not?
2. What do you consider to be the greatest strength(s) of your work? What do you consider to be the most important challenges, internal or external, currently facing your organization (or project, if you received project support)?
3. Have there been any unanticipated changes in your organization or the project since the grant was awarded (i.e., executive leadership, board, facilities, location)?
4. As applicable, describe any plans for moving forward. What, if anything, will you do differently?
5. What are the organization's most significant financial challenges and how are you planning to address them?

Financial Report Documents

For general support grants:

1. Financial statements, including a statement of activities (sometimes called an income statement, or profit and loss statement) and a balance sheet (sometimes called a statement of financial position) for the fiscal year(s) in which the grant was spent. If the grant period extends into the current fiscal year, please include interim financials that cover the grant period.
2. A financial report that shows budgeted vs. actual income and expenses for the entire organization for the most recently completed fiscal year.

For program or project support grants:

1. The two items requested above, plus
2. A financial report that shows budgeted vs. actual income and expenses for the project or program during the grant period. This report does not necessarily need to align with your organization's fiscal year, but should be consistent with the budget submitted with your original grant request.