

FINAL REPORT SAMPLE

Group or School Name
Project Completion Date

Congratulations on completing your project! We're excited to read about how it went. Please answer the questions in the following pages and submit your responses within a month's time of project completion. Thanks!

If you have questions about this final report, please contact grants@citizensnyc.org

BASIC INFORMATION

Please **list the name of a project leader**, including **working** phone numbers and emails. (The contact person should be able to discuss the project, as we may call for more information).

Contact 1

Project Location Information

Neighborhood(s)

Borough

QUESTIONS

1. PROJECT: Please describe the project your group carried out with this grant. (250 word limit)

2. SUCCESSES: What was your project able to accomplish? Does your group have any effective strategies to share? (250 word limit)

3. CHALLENGES: Tell us about obstacles and challenges your group encountered, if any. In what way could Citizens Committee have been helpful? (250 word limit)

4. SHARE YOUR STORIES: How did the project impact community members and/or your neighborhood? (250 word limit)

Please upload up to three of your favorite high-resolution photos from the project (which must be less than two megabytes and in one of the following formats: .bmp, .jpg, .png, or .gif). If you have additional media, such as videos, that you'd like to share, please email these materials to grants@citizensnyc.org. *We encourage before and after photos, action shots and group photos.*

5. WHO WAS INVOLVED: Please select all that apply and [share the names](#) in the text box below. In sharing this information, it will help Citizens Committee build stronger partnerships in NYC.

Neighborhood Associations

Schools

Elected Official(s)

Local Media

Businesses(es)

Community-Based Organizations

6. WHO BENEFITED: Please highlight specific demographic groups that benefited from the project (if the information is available).

Total # of participants

Roughly how many participants were:

Youth (up to age 20)

Senior Citizen (ages 65 and over)

Male

Female

Non-binary

Asian American/Pacific Islander

Black or African American

Native American or American Indian

White

Hispanic/Latinx

Other

U.S. Military Veteran

Did any of your participants identify as someone with a:

Physical disability

Mental disability

Performances/events

Workshops/classes

7. HOW WAS THE MONEY SPENT: Please tell us how you spent the grant and what you purchased with it.

Item	Cost
Total	

8. ADDITIONAL THOUGHTS: Please feel free to share anything else you'd like us to know. *For example, links to your social media accounts, was your group in the news, do you want to refer other groups to us?*

Thank you for sharing your project with us!

Stay in touch!

Citizens Committee for New York City