

Sharipen Funds Final Report Guide

All approved grants require a Final Report on the funds impact on project completion. This is a written report that should include a brief accounting of the funds, how the project has impacted the Church or community. Please feel free to include specific stories, images and details about any unanticipated learning that resulted from the project. The report should be emailed (or delivered) to Lucy in the church office within one month of the project completion.

Key elements should mirror your request, including how you addressed the following questions during the lifecycle of your grant award.

- How did the project influence the mission of Hopewell Presbyterian?
- Are there collaborative partners who supported this project?
- What was the timeline for completion of this project?
- What additional resources, if any, did you need to be successful? (volunteers, additional funding, marketing/outreach, other?) Please elaborate.
- How would you describe the cost of the project to the associated benefit?
- How have you evaluated the impact of this project?

It would be most helpful to receive this report by email to Lducko@hopewellpres.org, noting Sharipen Final Report in the memo line.

Jks 9-14-21