

# Final Grant Report

It is **\*required** of every grant recipient to deliver a final report to the Janet Malser Trust upon completion of their project. **Failure to file a report based on the guidelines below, before the next grant cycle, will jeopardize any future funding for that applicant.**

## **The report must include:**

- A written narrative describing the outcome of the project.
- An outline of expenditures.
  - A. Supporting documentation, i.e., copies of:
    1. Bills
    2. Receipts

**\*If a project is not completed** by the end of the granted funding cycle, then that recipient should notify the Trust with a written explanation/description of the progress to date. If this report is not received, this will jeopardize any future consideration for funding.