**Prince Charitable Trusts**

**816 Connecticut Avenue, NW, Washington, DC 20006**

## Telephone: 202-728-0646

###

**Final/Interim Report**

***Note: Please use a font size no smaller than 11 point, and do not bold.***

**NARRATIVE REPORT**

 Today’s Date:

Organization Name:

Grant Awarded (date of grant letter):

Purpose of Grant:

 Final Report Interim Report

Address of organization:

Name and title of head of organization:

Contact person (if different from above):

Phone: Ext.: Fax: E-mail:

Please indicate: general operating support project support

**Questions [can be answered in either bulleted (preferred) or narrative format]**

Briefly restate the objectives or plan outlined in the approved proposal.

List significant achievements and/or best practices as a result of this grant.

Explain lessons learned, unexpected occurrences, new developments?

How was your work evaluated?

Was this grant instrumental in attracting other support? What kind?

Did this grant build the capacity of the organization? How?

If project support, will this program be continuing?

Note any significant staff changes.

**Capital Campaign Grants (complete if applicable)**

Please update the status of fundraising and loans during this period

Describe any major changes in the costs of the project, how they affect plans going forward and describe any challenges

**FINANCIAL REPORT (Final budget showing revenue and expenses)**

Please return this report as an attachment to a regular E-Mail to Sharon Robison (srobison@prince-trusts.org).