



The Seattle Foundation



C. Keith Birkenfeld Memorial Trust Final Report

Grant Final Report Cover Sheet

This report is intended to help you evaluate and measure how the C. Keith Birkenfeld Fund's support helped your organization. Hopefully this information can inform your work, as well as our grantmaking. Please be as candid, reflective and concise as possible. We are equally interested in hearing about your successes, as well as your challenges, difficulties and even failures.

NOTE: Use the tab key to move between fields. See status bar at bottom of screen for field help.

Organization Name: _____

Fiscal Sponsor (if any): _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Person Completing Report: (Name, Title) _____

Telephone: _____ **ext.** _____ **E-mail:** _____

Grant Amount: _____ **Date Received:** _____

Purpose of Grant: _____

Executive Director: _____
Name Signature Date

Instructions

1. Please complete the cover sheet above and create a separate document to provide typed answers to each of the questions on the following page.
2. If your organization received a grant for:
 - capital campaign, facility renovation or equipment, **attach a completed project budget and photocopies of invoices;** or,
 - operating support, **attach a financial statement listing your organizational operating budget actuals, compared to your projected budget for the grant period.**
3. Return completed report to: Christine Underwood, Grantmaking & Community Leadership Assistant, The Seattle Foundation, 1200 Fifth Avenue, Suite 1300, Seattle, WA 98101-3151

GRANT FINAL REPORT

In no more than three pages, please address the following questions:

1. What were the three most important goals stated in your original proposal? If in your original proposal you described broad organizational goals rather than specific goals to be achieved directly through the use of the C. Keith Birkenfeld Fund grant, please describe the three most important goals relating to your use of grant funds.
2. Describe the work of your organization to accomplish the three most important goals directly related to the C. Keith Birkenfeld Fund's funding. If your organization was not able to meet one or several goals, please explain.
3. How did the C. Keith Birkenfeld Fund's grant assist your organization to reach its goals?
4. Were there any unexpected benefits you gained or lessons you learned during the term of the grant?
5. Please describe how the grant from the C. Keith Birkenfeld Fund was acknowledged in both the media as well as through signage at your organization; attach copies of all media coverage and photos of your organization's signage attributing appreciation to Mr. Birkenfeld.
6. Describe changes, if any, in the proposed use of the C. Keith Birkenfeld Fund's grant.
7. Are there any additional comments or information you would like to add?