

# **FINAL REPORT QUESTIONNAIRE**

## **(IN-HOUSE)**

**On a separate sheet of paper, please restate each question followed by your response**

### **ORGANIZATIONAL PROFILE**

- 1. Name of organization**
- 2. Project**
- 3. Address**
- 4. Telephone, fax, and e-mail**
- 5. Primary contact person (name and title)**
- 6. Contact person telephone, fax, and e-mail**
- 7. Period covered by this report (month/day/year to month/day/year)**

### **PROJECT INFORMATION**

- 1. Briefly describe the project**
- 2. What was accomplished during the grant period? Were all the project goals and objectives achieved? If not, what challenges or setbacks did you encounter and how did you respond? Please be very specific.**
- 3. What were the strengths and weaknesses of this project and how would you improve it in the future?**
- 4. What impact has this project had on the target beneficiary group and Kane County in general?**
- 5. What did you learn about the target population, community resources, best practices or the need that led to your involvement in the project?**
- 6. Briefly describe the next phase of this project, if there is one.**
- 7. Do you consider this a successful and effective project? If so, why. Please specify what tools you used to measure the success and effectiveness of the project.**
- 8. What was the most notable project accomplishment?**

## **BUDGET**

- 1. How did you spend grant funds? Please attach a budget report of project expenditures for the entire project. Line items should be identical to those in the project budget as submitted in the proposal. Also, please provide a year-to-date financial statement for the organization.**
- 2. Were any portion of the grant funds not expended on the project/program? If so, the unused funds must be reported to the Riverboat Grant Administrator for appropriate budget adjustment. Please explain the reason for unexpended funds (e.g. project completed under budget, project modified or abandoned, other funds received, etc.)**
- 3. Please provide supporting documentation for purchases.**

## **OTHER**

- 1. How was your experience working with Kane County during this process? Please describe positive experiences as well as challenges with the process: from initial submission of application to this final report.**
- 2. Please provide copies of newspaper articles, reports, quarterly newsletters, brochures, flyers, or other external communications outlets in which the funded project has been recognized.**

## **ATTACHMENTS**

**Remember to attach or include the following:**

- \_\_\_\_\_ Detailed budget report of project expenditures**
- \_\_\_\_\_ Year-to-date financial statements**
- \_\_\_\_\_ Narrative about your experience with the Kane County Grant process**
- \_\_\_\_\_ Newspaper articles, newsletters, brochures, etc. and picture of plaque and display site**