

- 1) **Describe the community and/or population served by this grant.**

- 2) **Implementation of strategies. Please describe how your grant has:**
 - a) Promoted emerging or best practices?
 - b) Engaged and mobilized community members towards policy and/or environmental change?
 - c) Forged multi sector partnerships?

- 3) **Progress towards goals. How has this grant funding:**
 - a) Increased access to and consumption of healthy foods (if possible how many people were affected by this component)?
 - b) Increased access to and use of safe places for physical activity (if possible how many people were affected by this component)?
 - c) Reduced exposure to tobacco (if possible how many people were affected by this component)?

Make sure and note the role of health equity in the above section.

Be as specific as possible for the above and report on any short or interim term outcomes. Please note that not all grants will collect information on all three areas.

Please share your program's logic model in an appendix, if available and relevant.

- 4) **Challenges and Opportunities:** Describe whether your project implementation is on track with your original design and timeline. Have there been any changes in program or project focus, scope, staffing, oversight, service delivery, schedule or evaluation? Discuss important discoveries or lessons learned as you have implemented this project and any subsequent adjustments.

5.) Sustainability:

- a) Describe how the project will be sustained beyond this grant award, and provide a description of activities your agency engaged in as part of sustainability planning. Please include a realistic discussion of financial and programmatic sustainability.

[Note - Financial sustainability assures that the funding streams for the program are established, reliable, and adequate. Programmatic sustainability assures that maintainable supports are in place a) to continue effective staffing, training, coaching/supervision, and fidelity assessment; b) to measure program performance and use data for continuous improvement; and, c) to continue to provide administrative management and leadership for effective policy and procedural decisions that support full implementation.]

- b) Have any additional funds been secured for this project since you submitted the grant application to HCF?

- 6) **Communication and Dissemination:** What communications have you used to promote this program/activity? Please share any relevant awards, accomplishments, photos or stories about your grant. We will use these to highlight your work to our board, CAC, and in other HCF communications. Please feel free to upload them to this form under the **Attachments** tab, or send them directly to HCF Communications Officer Jennifer Sykes at jsykes@hcfgkc.org.

7) Other HCF supports: Describe any HCF sponsored activities, technical assistance, training or program support in which your agency participated during this funding period.

8) Additional Comments: How can HCF be more effective in achieving its mission? Is there anything else you would like HCF to know?

Final Abstract

Provide a description of up to two paragraphs (not to exceed 500 words) that summarizes the results of the project's implementation and includes the following information:

- **A brief description of the population, organization(s) and geographic area that participated in the project.** (Include number of individuals that received services or participated in project if possible.)
- **Identify key program components and activities that were implemented.**
- **Program outcomes: Description of progress made, outcomes achieved, and/or not achieved.**
- **Lessons Learned: Discuss important discoveries or lessons learned as a result of implementation** (i.e. facilitators/supports and challenges/barriers to outcomes, to progress, and any unanticipated outcomes/impact).

Budget

Please use the Excel Application & Reporting Budget Worksheet Template, which can be found on the HCF website at www.hcfgkc.org. Complete the budget form as instructed. Report all program/project-related income and expenditures in the appropriate columns. Be sure to provide detailed Budget Narrative Comments that explain your entries under revenue and expenditures and justify all variances greater than 10 percent of originally budgeted amounts.

Note - *When completing your report budget worksheet, be sure to select the appropriate tab at the bottom of the spreadsheet for the **Final Report** budget.*