



As part of your 2023 grant agreement, the Kott Memorial Charitable Trust requires a final grant report so that we may learn about your work and the impact it has made and how the grant funding has helped to achieve that impact over the grant period.

The Trustees will share the report with the Oak Park River Forest Community Foundation's board of directors, other funders, and the broader community. Final reports must be submitted in order to be considered for future funding from the Kott Memorial Charitable Trust and are due **November 15, 2024** by email to [donorservices@oprfcf.org](mailto:donorservices@oprfcf.org).

**Please provide the following information:**

Organization: \_\_\_\_\_

Project/program: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Amount of grant: \_\_\_\_\_ Project Complete? \_\_\_ Yes \_\_\_ No \_\_\_ Pending

**Please address the following questions (do not exceed 3 pages):**

1. Summarize the major achievements of the work supported by the grant against original goals. Please include success in achieving any measurable outcomes and an explanation of the number of people who directly benefited from this grant (approx. half-page).
2. Describe how you evaluated your success in achieving your original goals or outcomes.
3. What is being done to ensure success is sustained in the future?
4. What, if any, challenges did you experience during the implementation of this program/project? What were the lessons learned?
5. Optional: We encourage you to submit a success story related to the funded work (additional half-page).

**Please attach the following:**

- Projected and actual program budgets for the grant year. For general operating grants, provide projected and actual budgets for the organization.
- Copies of project materials and publicity you wish to share, particularly those that mention that you received grant support from the Kott Memorial Charitable Trust.
- Photos related to your project or organization; digital format only.

**Grant reports and attachments must be received by November 15, 2024 by email to [donorservices@oprfcf.org](mailto:donorservices@oprfcf.org).**