

# Fetal Alcohol Spectrum Disorder (FASD) Action Fund

## **Final Report Template**

The following is a suggested format for final reports to the Victoria Foundation's FASD Action Fund. If you prefer to use another format for your report, please ensure that the information requested below is included.

- Please refer back to the objectives, goal, work plan, deliverables and budget in the approved grant application.
- Please summarize whether deliverables were achieved and provide statistics and numbers where applicable.
- Please answer only those questions which apply to your project.
- All project funded by the *2 Million Fund* were required to submit an evaluation plan. Please submit the completed evaluation along with your final report.
- All projects funded by the *7 Million Fund* were required to participate in the independent evaluation process, which will continue for up to one year after the end of the project to capture impact and sustainability of the fund. Your continued participation after receiving the holdback funding is appreciated.

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### **SECTION 1: APPLICANT INFORMATION**

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

Project Title: \_\_\_\_\_

Primary Project Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Grant Amount: \$\_\_\_\_\_

Project begin and end dates: \_\_\_\_\_

Current Number of: full-time employees\_\_\_\_ part-time employees\_\_\_\_  
volunteers \_\_\_\_

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### **SECTION 2: PROJECT DETAILS**

1. Briefly summarize the implementation of your project. (no more than one page)

2. Please revisit the project's objectives and goals as set out in your grant application and describe how well these were achieved. Please include whether deliverables and outcomes were on target, exceeded, or where less ambitious goals had to be adopted.
3. Please include evidence of the project's impact on targeted individuals or communities, and mention if the impact is lasting or sustainable.
4. Can your organization continue the project, or any components of the project?
5. If you intended to partner with other organizations, were partnerships developed or maintained? How did your work and theirs benefit from the collaboration?
6. Please list the communities where your project has been implemented. If fewer or additional communities were included than originally intended, please briefly summarize the reasons.
7. What advice would you give others attempting a similar project?
8. How was information about this project disseminated? E.g. media, newsletters, presentations, published articles?

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### **SECTION 3: SPENDING**

Please include a detailed spending report for the last 6-month funding period based on the budget that was submitted with your grant application.

A financial report for the entire grant is not required *unless* the interim financial reports are deemed inconclusive. In that case, the Victoria Foundation may request a complete project financial report covering the entire grant period and corresponding to the original project budget.

Questions? Please contact Marion Grau or Sara Lawson, at the e-mail address below or by phone at 250-381-5532.

We prefer electronic report submissions. Please submit reports to:

[sara@victoriafoundation.bc.ca](mailto:sara@victoriafoundation.bc.ca)

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