MZURI WILDLIFE FOUNDATION

Final Report Guidelines

Please respond to the following to help us assess the successes and challenges of your work, to document your responses in order to chart future work, and to ensure the accountability of funds awarded by the Foundation. Please keep your narrative response to a maximum of 2 pages.

Organization Name:
Organization Address:
Fiscal Sponsor & Address (if applicable):

Project Title:
Grant Amount:
Type of Support (General Operating or Project/Program):
Grant Approval Date:

Primary Contact
Name: Email:
Title: Phone:
Director/CEO
Name: Email:
Title: Phone:

Statement of Request
Please describe in one or two sentences the main purpose of your request.

Goals
Please include both quantitative and qualitative expectations.
1. Restate the goals as described in your Application.
2. What were the specific measurable outcomes and metrics you used to measure success?

Impact and Assessment
1. What did you accomplish? Describe the progress toward goals, explaining any deviations. *Please include measurable outcomes.*
2. Were there other accomplishments you would like to report?
3. What programs and activities were used to accomplish your goals?
4. What data did you collect and what can you conclude from them?
5. What were the key lessons learned during the grant period? How will you apply them in the future?

Financial Report
1. Provide the projected expenses for your program (from your application) and actual expenditures.
    - Explain how MWF grant funds were used.
    - Explain any fluctuations or changes in revenue and/or expenses during the past year.