



The Horizon Foundation for New Jersey

Final Report Requirements

Thank you in advance for your Final Report. The Foundation staff is appreciative of the time and effort you will invest in its preparation, and we look forward to reviewing it. The Final Report is an opportunity for you to inform us about the important work you do, and it is a valuable tool for us to use in assessing the success of the project and future funding considerations for your organization.

The information requested below must be included in your Final Report in the order that follows. The report must not exceed six pages (excluding attachments). Please refer to your Grant Application and Grant Agreement in preparing your Final Report.

1. Date of Final Report
2. Organization name
3. Grant award amount
4. Date of Grant Award Letter
5. Grant period (Include project start and end date)
6. Indicate if the grant was for Project or General Operating Support
7. Project name
8. One sentence description of the project
9. Provide a brief summary of the project included in your grant application
10. If the project changed in any significant way from how it was described in your grant application, please explain
11. Amount of the grant award expended as of the date of your Final Report
12. Plans for any unexpended grant amount, including timeline, if applicable
13. The number of individuals to be served by the entire project as stated in your grant application
14. The actual number of individuals served by the entire project
15. The number of individuals to be served by our grant award as stated in your grant application

16. The actual number of individuals served by our grant award
17. List the project objectives stated in your grant application
18. List specifically (using numbers and percentages when possible) the extent to which each objective was met
19. List the project goals stated in your grant application
20. Indicate the extent to which each goal was met
21. List the specific activities used to accomplish the project goals and objectives. In the case of classes, workshops, performances, and the like, indicate the number, frequency, duration, and number of participants.

Example: A total of six workshops took place on a monthly basis with each workshop lasting two hours. Ten individuals attended each workshop.
22. List the evaluation methods used to determine the extent to which objectives and goals were met. Provide copies of evaluation tools, such as surveys or tests, when possible.
23. Indicate how you publicly recognized The Horizon Foundation for New Jersey. For example, in annual report, press release, web site. Provide copies of all collateral materials.
24. Describe unexpected challenges or opportunities you encountered, if any
25. Share any other information you wish (optional)
26. Provide the contact information for the primary representative at your organization that should be contacted if there are any questions about the Final Report
27. In addition, please submit:
 - a) copies of any media coverage the project has received; and
 - b) a grant accounting that includes a comparison of actual expenses to the approved line-item budget.

You may submit your Final Report electronically (preferred) to Joan_Hollendonner@HorizonBlue.com or mail to:

Joan Hollendonner
Program Officer
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For questions, please call Ms. Hollendonner at 973-466-5947