



**FOUNDATION**  
MASSACHUSETTS

## FINAL REPORT

**Date:**

**Name of Organization:**

**Fiscal Agent** (if different from your organization):

**Address:**

**Phone:**

**Fax:**

**Website:**

**Primary Contact:**

**Title:**

**Phone:**

**Fax:**

**Email:**

**Grant Program Name:**

**Grant Amount:**

General Operating  Project Support  Challenge Grant  Capital/Endowment

**Period that this report covers:** \_\_\_/\_\_\_ to \_\_\_/\_\_\_

**Please send your report by mail or fax:**

**Mail:**

Blue Cross Blue Shield of Massachusetts Foundation  
Attn: Grants Administration  
Landmark Center  
401 Park Drive, 4<sup>th</sup> Floor  
Boston, MA 02215

**Fax:** (617) 246-3992

- **Please respond to the following five questions using up to 3 (three) pages in total, not including the cover page. Your responses should focus specifically on the funded project or program, if applicable, or in the case of general operating grants, on your entire organization.**

1. Referring to the goals and objectives described in your original grant request (or any revisions submitted subsequent to the grant award), please indicate the following:
  - a) What were your major accomplishments?
  - b) What steps or actions were used to meet your objectives and goals?
  - c) What measures were used to determine your progress?
  - d) What were the unexpected results or key learnings you would share with funders?
  
2. Describe any setbacks encountered during the period of this grant.
  - a) How did these setbacks impact your organization or project?
  - b) How were these setbacks addressed?
  
3. Who else has funded this project (or your organization), and at what level? If total proposed budget amount was not raised, indicate if program goals were altered in any way.
  
4. What steps are being made to ensure the sustainability of your project or organization beyond this grant period?
  
5. If your program involved collaboration with other organizations, please comment on its effect upon the program.

**REQUIRED ATTACHMENTS:**

- \_\_\_ List of current Board of Directors
- \_\_\_ An Itemized Final Project Budget for this Grant

**ADDITIONAL ATTACHMENTS:**

- \_\_\_ Promotional/dissemination materials (i.e. brochures, flyers, ad copy)
- \_\_\_ News Clippings