GRANTEE FINAL NARRATIVE REPORT OUTLINE

**(https://www.luminafoundation.org/grantee-reporting-forms)**

**Lumina Foundation Issued Grant Number:**

**Grant start date:** Click here to enter a date. **Grant end date:** Click here to enter a date.

**Period covered by report:**

## Legal Name of Organization:

**Common Name of Organization:**

##### **Major Outcomes**

##### List each objective/outcome as it appears in your proposal (Section III / Project Outcomes / Question 3). Please describe the final outcome of each objective and provide a short (1-3 sentence) explanation on the extent to which each was or was not met.

1. Comment on additional outcomes not directly associated with the project’s objectives (e.g., partnerships formed, additional funding support gained).
2. Specify any unanticipated positive and/or negative project developments.
3. If applicable, comment on any longer-term outcomes you anticipate from your Lumina-funded project. Also, please estimate anticipated achievement dates (month and year).
4. In your opinion, what is the most remarkable accomplishment or finding of your project?
5. Indicate the geographic region(s) targeted by your Lumina Foundation funding. For example, if your funding went to multiple sites in multiple states, list the number of sites by location (city, state, zip); if your grant funded a state initiative, list the state.

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##### **Priorities for Action**

1. To what extent did this work contribute to Lumina’s Priorities for Action (Section III / Project Outcomes / Question 1).

#### Evaluation and Communication

1. Provide a summary of your evaluation activities and/or results, if available. If applicable, please attach copies of all evaluation reports produced since your last Lumina report.
2. If applicable, provide a summary of your communication activities and/or results, if available. Please attach copies of all communication products produced since your last Lumina report.

**Lessons Learned**

Comment on the lessons your organization learned through this grant.

1. Reflecting on strategies and activities, what worked and what did not work?

2. What would you do differently next time?

1. What did you learn about the populations targeted in your effort (i.e., traditional-aged students, returning adults, adults with no recognized postsecondary education, African American, Hispanic, or American Indian students), if applicable (Section III / Project Outcomes / Question 2 and Lumina’s Equity Imperative)?
2. If applicable, describe any links you have made or would like to make between this project and other Lumina grants.

**Lessons Applied**

How will the lessons learned from this grant affect your future work or the work of others?

1. What additional questions about student postsecondary attainment did this project raise?

2. How have you sustained, or will you sustain, the benefits, momentum and spirit of this project?

3. Any other comments or concerns?

Lessons Applied

**Financial Report**

Using Lumina’s budget template, please account specifically for the use of Lumina grant funds and indicate how these funds have been spent according to the categories submitted in the proposal budget.

Lumina does not require the return of unspent grant funds, provided that these funds are no more than $1,000 and that the balance is used for the grant purpose. The total for unspent funds includes any remaining earned interest. Please note any unspent funds in your financial report and indicate the grant-related purpose for which you will use the funds if retained. No further report on the funds is required.

If unspent funds are more than $1,000, you may request a no-cost grant extension of up to one year to spend the funds, or you may choose to return the unspent funds to the Foundation. Please submit any budget modification or no-cost extension requests on official letterhead, specify the grant-related purpose for which the funds will be used and include a revised budget. *A no-cost extension must be requested* ***before*** *the expiration date of the grant, not by the due date for final reports.* A final accounting will be required upon the conclusion of the grant-extension period.

**Project Director (or person who prepared this report):**

**Date:**