

End-of-Grant Report - CAPACITY BUILDING

Application Information and Report Responses

This report is due on:

This report will serve as a permanent record of your organization's achievements under the grant identified below and as a learning tool for Alcoa Foundation. We appreciate a thoughtful review of your organization's experience. All grant reports must be submitted using this on-line reporting system. If you fail to submit the required reports in a timely manner, your organization may not be considered for future grants from Alcoa Foundation.

This report must be completed as scheduled regardless of whether the grant results are on schedule to be completed by the Project End Date. The questions below provide an opportunity for you to explain why achievement of the grant results may have fallen behind schedule.

- This form must be completed in English.
- This form may be saved for completion at a later time using the **Save & Finish Later** button at the bottom of any page.
- After 30 minutes of inactivity this form will time-out and unsaved information will be lost.
- Print a copy of your completed form before submitting it to Alcoa Foundation using the **Printer Friendly Version** link above.
- Do not e-mail a draft of this Requirement Form to Alcoa Foundation. It may only be submitted to Alcoa Foundation when it is complete.

Your Organization Name

This field may not be edited.

Grant Reference Number

This field may not be edited.

Project Title

This field may not be edited.

Total grant amount awarded by Alcoa Foundation for this project

This field may not be edited.

Original Award Date

This field may not be edited.

Your New Capacity and Results

This is what you told us about the **new capacity** you intended to create as a result of this grant:

These are **the results you projected would be achieved** with the new capacity to be put in place during the grant period:

Your Critical Steps and Organizational Changes to Achieve Results

These are the **critical steps, achievements and the timeline** you described in your grant application as necessary to achieve the results:

These are **the organizational, policy or staffing changes** you described in your grant application as necessary to achieve the results:

Taking the above four answers into consideration, what was accomplished during the grant period?

How successful were you in achieving the results to which you committed?

<None>

If you achieved **more than** the expected results, what enabled you to do that?

If you achieved **less than** the expected results, what got in the way?

Tell us what you are doing differently now or planning to do to improve results, and how these changes are leading to the achievement of expected results.

Financials

How much of the grant was spent during the grant period?

If you did not use the entire grant during the grant period, how do you anticipate using the remaining funds and when will this occur?

Project Visibility

Here is what you told us about your plan to communicate the project to the public and the type/number of outlets you planned to use:

Newspaper Placements

This field may not have data in it for grants made prior to 2011.

Radio Spots

This field may not have data in it for grants made prior to 2011.

Television Spots

This field may not have data in it for grants made prior to 2011.

Internet Placements

This field may not have data in it for grants made prior to 2011.

Social Media Placements

This field may not have data in it for grants made prior to 2011.

What communications objectives were accomplished during the grant period?

of Actual Newspaper Placements

of Actual Radio Spots

of Actual Television Spots

of Actual Internet Placements

of Actual Social Media Placements