**NEIGHBORHOOD GRANTS INITIATIVE**

**FINAL REPORT**

**Part 1: Project details**

**Please enter the project ID code assigned to your project** (this code can be found in your project's Grant Acceptance Agreement)

Click or tap here to enter text.

**What is the name of your project group?** (this is the group name submitted with your initial application)

Click or tap here to enter text.

**Where did your project take place?** (this is the specific location or address that your project took place)

Click or tap here to enter text.

**What was the completion date of your project?** (this is the date that your project was fully completed)

Click or tap here to enter text.

**Please give us a one sentence description of your project**

Click or tap here to enter text.

**Please briefly explain the specific results of your project and what you accomplished**

Click or tap here to enter text.

**Part 2: Project Engagement**

One of the main goals of the Neighborhood Grants Initiative is to bring people together - that's why we want to know how many people you engaged through your project. It's okay if you don't have an exact number, but we ask that you estimate as accurately as possible. There is no penalty for lower or higher than originally expected counts.

**Total number of people engaged through your project** (please account for everyone who was engaged in your core planning group, any event attendees or service beneficiaries, volunteers, and community members who helped execute your project)

Click or tap here to enter text.

**Please briefly explain the number listed above** (i.e. how did you arrive at the number you listed above?)

Click or tap here to enter text.

**Part 3: Project Reflection**

Please use this section to thoroughly reflect on your group's experience developing, planning, and executing your project. You've worked hard to make your project happen, and we want to hear about it!

**What went well during your project and why?**

Click or tap here to enter text.

**What were some of the challenges that your group faced, and how did you overcome them?**

Click or tap here to enter text.

**If the scope of your project changed from the time of your application, what were the changes?**

Click or tap here to enter text.

**What else would you like to share with Habitat Chicago about your project and its impact on the neighborhood?**

Click or tap here to enter text.

**Part 4: Final Expense Report**

Please provide us with a list of all your project receipts, including where they are from and their totals. If you are submitting your final report via email, please make sure to attach copies of all receipts listed below. All receipts must be from a verified source that shows the payee, amount, and date of the transaction. Our team will review your receipts alongside the list provided below.

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| **Source of receipt** | **Summary of items on the receipt** | **Total $ on receipt** |
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**Total project cost:**

Click or tap here to enter text.

**Part 5: Project Photos**

Habitat Chicago requests that all project groups submit at least 2-5 photos of their project. Please use our [online form](http://www.habitatchicago.org/NGI_Final_Report) to submit these photos or, if you are submitting your final report via email, please make sure to attach these photos along with your responses.

If another method of photo sharing would work better for your group, please communicate this with Habitat Chicago.

**Part 6: Final Report submission**

Please provide contact information for at least one person in your core planning group. When your form is successfully submitted, you will receive a confirmation message at the email address provided.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

**Optional: Do you plan to apply for another grant in the future?** (if so, please let us know what ideas you have and if you would like to connect with a member of our team)

Click or tap here to enter text.

**Submission Instructions**

Please submit this form electronically, either via email or through our online form.

**EMAIL**: Please send an electronic version of this document to:

**neighborhoods@habitatchicago.org**

Accepted formats include PDFs and Word Documents. Please ensure that all project receipts and photos are also sent via email along with this form.

**ONLINE FORM:** Please visit the following URL to submit your final report online:

[**www.habitatchicago.org/NGI\_Final\_Report**](https://windycityhabitat.sharepoint.com/sites/int/ResInvest/admin/Grantee%20Management%20Templates/www.habitatchicago.org/NGI_Final_Report)

When you arrive at the form, you may copy and paste the responses typed in this document and upload your receipts and photos when promoted in the form.

For questions, please call 312-563-0296 or email neighborhoods@habitatchicago.org