**The Episcopal Diocese of Central New York
Ministry Grant Final Report**

*Please completely fill out this form upon completion of your ministry project*

Final Reports are due 30 days after the completion of your project or at the end of the grant period, whichever is soonest.

When complete, please submit the final report to the Rev. Molly Payne-Hardin, Vice-Chair of the Diocesan Board via email to Rector@TrinityWatertown.org.

**Applicant Information**

Name and address of Parish or other Organization

Name of Person responsible for the Project

 Address

 Email

 Phone Number

**Project Description and Goals**

State the description and goals from your grant application.

**Narrative**

Were your project’s goals, timeline or budget changed since the original grant application? If yes, briefly explain the circumstances of the change.

Are there gaps between the intended and actual results of your project? If yes, please describe what you believe might be the reasons. Also, please describe any adjustments you may have made or plan to make.

What have your learned from this project, were there any surprises or unexpected results?

**Financial Summary**

Please provide a detailed description of expenditures related to this project.

Were there any significant changes in how the money was spent as compared to the original intent?

Were you able to leverage this grant to attract any additional funding for your project?

**Signature**

*By signing, you affirm that this report is true and accurate*

Project Leader

Name ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_