

HOW TO WRITE A GRANT FINAL REPORT

Introduction

In the introduction section of the grant final report, provide a concise overview of the project/program, focusing on the problem or challenge it aimed to address. Include the following points:

Background: Describe the problem or challenge that your project/program was designed to tackle, providing relevant context and statistics.

Motivation: Clearly state the reasons and motivations behind your initiative to solve the identified problem or challenge.

Project/Program Description: Briefly outline your project/program and its key components. Highlight the translational impact it has had on addressing the issue.

Previous Support: If this is a renewal fund, acknowledge any previous support received and its significance in reaching the current stage of the project/program.

Overview

In the overview section, present a comprehensive summary of your project/program, detailing its development, challenges faced, and the achieved results. Include the following:

Project/Program Details: Provide an overview of the project/program, explaining its objectives, activities, and duration.

Challenges and Results: Discuss any obstacles encountered during the implementation and how they were overcome. Highlight the successful outcomes achieved as a result of the funding.

Impact

In this section, emphasise the impact of your project/program on basketball, considering local, state, or national levels, and any relevant career development impacts. Address the role of funding in the success of your project/program:

Impact Assessment: Demonstrate the positive impact your project/program has had on the target beneficiaries or the basketball community at large.

Role of Funding: Clearly explain how the funding provided was instrumental in enabling the success and achievements of your project/program.

Outcomes

In the outcomes section, provide a comprehensive assessment of the results and outcomes achieved, comparing them against the originally identified goals and objectives in the funding application:

Achieving Outcomes: Report on the extent to which your project/program has met its intended outcomes and objectives.

Leveraging Additional Support: Specify if the funding received helped in attracting additional support from external sources.

Media and Visual Aids: Include any relevant media articles or reports that showcase the impact of your project/program. Utilize photos or infographics to personalize the report.

Financial Acquittal: Provide any necessary comments on financial aspects, especially if there were any unusual underspends.

The Future

This section is not relevant to one-off funding, however, if there is an opportunity for continued support include how the funder's continued support can play a crucial role:

Vision for the Future: Outline your vision for the next steps and future development of the project/program.

Renewal Proposal: If relevant, express your interest in seeking renewal support from the funder and present a brief outline of a potential future proposal.

Conclusion

Conclude the grant final report with a strong summary, emphasizing the positive outcomes and impact of the funding on basketball, women and girls, inclusion, Indigenous Australians, etc:

Key Takeaways: Highlight the main achievements and results of the funded project/program.

Gratitude: Express sincere appreciation to the funders for their support and belief in the initiative.

Tips

- Use clear and straightforward language with minimal jargon or abbreviations.
 - Strike a balance between providing enough detail and keeping the report reader-friendly.
 - Show gratitude and be gracious in acknowledging the funder's contribution to the project's success.
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Acquittal Template

This template can be used when a Funder doesn't provide an Acquittal template to complete

Grant Recipient:

Project Name:

Grant amount:

Month and year of grant:

A concise summary of the grant purpose as stated in the grant submission:

In reference to the original submission please provide the following information:

- Outcomes Achieved
 - Benefits Gained
 - Anticipated Time Frame of the Project
 - Alternative Funding Sources required/gained
 - Variances to the Original Submission
 - Any further information to understand the progress of the project
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Financial Overview - an official financial statement would be needed

Applicant

Date of Grant

Submission Title

Received from xxx \$

Amounts committed to date \$

Total funds expended to date \$

Balance of funds remaining _____ \$

I, xxxx certify that the amount of \$ received from the xxxx has been expended as stated above.

.....
Signature

.....
Date

