**Final Grant Report Guidelines: Policy & Advocacy**

A final narrative and financial report must be sent by the date specified on the Grant Agreement, as described below.

* **Narrative Report** – Please answer the following questions:
* Please detail key achievements under this grant related to stated/revised objectives.
* Summarize highlights from the full grant period.
* What challenges did you face in connection with your advocacy efforts, and how did you address them? Please explain any shifts in your objectives and/or approach over the course of the grant.
* What partnerships did you develop or deepen over the period of this grant?
* Do you have any feedback for the S. D. Bechtel, Jr. Foundation? How could we have better helped you and other grantees to succeed?
* **Financial Report –** Please provide the following:
* A detailed table showing original project budget figures, actual revenues and expenses, and variances
* Notes on any variances of more than 10% from the original budget
* List of additional funds secured for the project
* **Required Attachments**:
* Current organization-wide budget
* Audited financial statements for the most recent fiscal year

**Report Submission**

Please submit your report and attachments through the Grants Portal.