



POST PROJECT REPORTS for FCA Funded Projects

DESCRIPTION: The Post Project Report is due no more than 30 days from the end of the project (funding period) for all projects awarded FCA funds. This report provides a retrospective overview and analysis of the project including actual expenditure of FCA funds, activities offered, participant demographics, and outcome or impact.

REPORT GUIDELINES:

Write the report in past tense based on what happened and who actually participated.

Write the report for someone who knows nothing about your program. This is your chance to showcase how you successfully use the FCA funds to positively impact the Columbia Valley community participants. Be prepared to provide statistics and data to validate the results of your project, along with narrative descriptions and details of the program.

Do not include the names of people in the report. It is better to use common or collective nouns such as participants, community members, parents, high school students, etc.

This information is shared on the FCA public website.

POST PROJECT REPORT:

The summary should clearly articulate the target audience or who benefited, the overall scope of the project and the results. It should be 120-130 words.

Findings should ideally express some of the measurable results of the project. For example, a percentage increase in participation, circulation, or reported number of participants who reported a positive experience, etc.

Outcomes should include compelling statements about the difference the funded project made for the Columbia Valley Community, target audience.

Lessons should reflect upon which aspects helped achieve the goals of the program, and if any changes should be made in the future to ensure greater success.

Foothills Community Alliance
P.O Box 159
Maple Falls, WA 98266

Email: info@foothillscommunityalliance.com Website: www.foothillscommunityalliance.com



**FCA
POST-PROJECT REPORT**

(Due 30 days after the end of the funded project period)

The FCA Post-Project Report is required for all projects awarded funds through the FCA. This report provides an overview of the whole project, statistical totals and details about project/event activities.

Note: When reporting expenditures, budget lines must correlate with your final report. For each budget line, provide the dollar amount dispersed, along with copies of invoices, receipts and a detailed description of what was purchased. Any unused portions of the FCA funds shall be returned to WFCN no more than 30 days from the end of the funded project.

Electronically submit the POST PROJECT REPORT as an attachment to: info@foothillscommunityalliance.com followed by the project name or number in the subject line.

If applicable, also submit supporting documentation such as:

- Significant printed materials developed specifically for the project (newsletters, invitations, etc.)
- Articles or stories that appeared online or printed copy.
- Photos
- Products or reports produced as a result of project activities.

PART 1 – PROJECT REPORT

1. Project Title: _____
2. Project Number: _____
3. Project Summary: (Ideally 120-130 words)

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4. State Goal: (Select one)
- Access to Healthy Food Sources
 - Access to Medical, Dental, Pharmaceutical Services
 - Provide Safe, Clean, Drug-Free Neighborhoods
 - Parks and Recreation Activities or Services
 - Focus on Families with Children
 - Focus on Elderly Needs
 - Focus on Homeless, Jobless, at risk populations.
 - Community Wellbeing & Education
 - Other: _____

5. Project Director: _____

6. Project Director Phone: _____

7. Project Director Email: _____

8. Agency Name: _____

9. Project URL, if any: _____

10. Report actual expenditures:
 FCA Funds disbursed should total the funds awarded. Local funds must be allocated to the project.

| ITEM/TASKS | DESCRIPTION | FCA FUNDS Disbursed | Local Funds Used | Total |
|-----------------------|-------------|---------------------|------------------|-------|
| Supplies/Materials | | | | |
| Equipment | | | | |
| Services | | | | |
| Travel | | | | |
| Operating/Admin Costs | | | | |
| Consultant Fees | | | | |
| TOTALS | | | | |

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11. Select one intent that describes the primary purpose of the project:

Human and Health Services

- Improve participants ability to apply information that furthers their personal, family or household finances.
- Improve participants ability to apply information that furthers their personal or family health and wellness.
- Improve participants ability to apply information that furthers their parenting and family skills.

Civic Engagement

- Improve participants sense of connectedness to community and enhance safety.
- Improve participants ability to participate in community conversations around topics of concern.
- Improve participants ability to participate in activities that build a stronger more beautiful environment to live in

Economic and Employment Development

- Improve community members' ability to use resources and apply information for employment support and personal independence.
- Improve community members' ability to use and apply business or local resources.

Learning

- Improve participants formal education.
- Improve participants general knowledge and skills.

12. List findings or outcomes achieved (e.g., 150 young families joined the reading program, 30 percent increased time spent reading, 40 percent of families noted more regular family time spent together)

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13. Briefly describe the importance of these findings and outcomes for future program planning.

14. Explain one or two significant lessons learned for others wanting to adopt any facets of this project.

15. Did you collect any media for the data?

- Photos
- Videos
- Audio

16. How were participants (or items) selected?

- Randomly – We selected people or items arbitrarily
- Targeted Sample — We selected based on a desired characteristic, e.g., age.
- Census - We selected everyone
- Word of Mouth – We asked participants to tell their community/friends/family and encourage them to participate
- Other. Explain:

17. Do you anticipate continuing this project in the future?

- Yes
- No

18. Do you anticipate any change in the level of effort in managing this project?

- Yes
- No

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