



**DISCRETIONARY GRANTS REPORT FORM-FINAL
General Instructions**

- Following are MeHAF's reporting requirements for Discretionary Grants:

Discretionary Grants for everything but meeting support	Please use this reporting form. The due date of the final report is addressed in section 5 of the Discretionary Grants Contract.
Discretionary Grants for meeting support	Please use the reporting form for Discretionary Grants for meeting support. The due date of the final report is addressed in section 5 of the Discretionary Grants Contract.

- The due date of the Final Report for Discretionary Grants is addressed in section 5 of your Discretionary Grants Contract. If you have any questions or concerns about your final report or it's due date, please contact the Grants Associate.
 - Narrative and final reports shall be completed in compliance with the Foundation's instructions on forms created by the Foundation. These are available on the MeHAF website at www.mehaf.org.
 - Grantee shall retain copies of all reports in its files for a period of not less than four (4) years after expiration of the Period.
 - Future funding from the Foundation is conditional upon the receipt of timely and acceptable interim and final narrative and financial reports.
- Submit three copies of completed reports as by regular mail to:

Catherine Luce
Grants Associate
Maine Health Access Foundation.
150 Capitol St., Suite 4
Augusta, ME 04330

Reports may be submitted electronically in IBM format to cluce@mehaf.org as well, but hard copies must be sent to the Foundation.

Discretionary Grant Final Report

Please address each question in the appropriate area of the table below.

Grantee Information

Discretionary Grants Report for Meeting Support	
Grantee Organization:	
Grant Number:	
Project Title:	
Total Grant Amount:	
Project Director:	
Project Director Job Title:	
Organization:	
Address 1:	
Address 2:	
City:	
State:	
Zip:	
Phone:	
Fax:	
E-Mail:	

1. Briefly update us about your organization. Please note any significant organizational changes or challenges that have occurred since your interim report, such as changes in project staffing. If none, state "none." (Maximum: 250 words)

2. In narrative form, briefly describe the implementation of the project addressing the following questions (add extra rows if necessary):

- Describe the program's goals and objectives.
- What activities were undertaken to meet the goals and objectives?
- What role did collaborators play in your program?

Discretionary Grants Final Report

- What was the implementation timeline?
- Describe the project's outcomes and how those outcomes have been measured (as appropriate please provide summary qualitative and/or quantitative data as project outcomes).
- Describe the project's progress in meeting the program's larger goals and objectives, if relevant.
- What role did the MeHAF discretionary grant play in the project's implementation?
- Is the project intended to continue beyond the life of MeHAF's discretionary grant?

3. How did the project advance MeHAF's mission of promoting affordable and timely access to comprehensive, quality health care" and to "improve the health of every Maine resident?"

Financial Report

Please fill out the Discretionary Grants Financial Report Form (an EXCEL spreadsheet), inserting numbers from the budget submitted with your application in the "Budget" columns, and actual financial results in the "Actual" columns. Please tell us how your organization spent it's MeHAF discretionary grant funds AND the total project expenditures. If required for clarity, you may attach a brief budget narrative to the Discretionary Grants Financial Report form.