



Mazuma Foundation Final Report Guidelines

The Mazuma Foundation requires project grant recipients to submit a final report for each grant. This report is due 30 days after the completion of the program or project. **Failure to submit this report may result in your organization being ineligible for future funding considerations.** We are unable to review future grant proposals until a satisfactory final report on all previous projects has been received and reviewed.

Please complete the following and submit by email to:

Mark Thompson

Mark.thompson@mazuma.org

Phone: 913-574-5278

Community Project Grant – Final Report Requirements

Part One: Basic information

- Date report submitted
- Organization name
- Grant reference number

Part Two: Summary of achievements

- Provide 3-5 bullet points on the key achievements of the project / program

Part Three: Sharing your story

- Provide at least two digital photos showing the activities and/or outcomes of your project or program. Note that these photos may appear on Mazuma’s website or other media.
- Provide a 250 word summary sharing a story from your project or program.

Part Four: Budget

Please submit a final budget in the following format only:

Item or activity funded	Budgeted amount	Actual amount	Explanation of difference
<i>List all expenses funded by Mazuma Foundation Grant</i>	<i>The original amounts on the grant application</i>	<i>The actual amounts spent for this item</i>	<i>Provide a written explanation of any material differences between budget and actual.</i>