



Sisters of Charity Foundation Final Project Report including Evaluation & Acquittal



1. Name of Organisation:	
2. Project Location:	
3. Name of Project:	
4. Commencement date:	Completion date:
5. Brief Description of Project:	
6A. Grant Amount: \$	6B. Funds Expended: \$
7. What outcomes (planned and unplanned) have been achieved? (Include a statement of who participated and how many people benefited)	
8. What expected outcomes were not achieved? Explain	
9. To what extent did the project meet the expectations of participants (give examples from participant feedback)?	



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10. To what extent did the project meet the expectations of project staff/volunteers (give examples from staff/volunteers feedback)?

11. What lessons have emerged from the project? What would you do differently next time?

12. Summary of expenditure: (include copies of receipts for large expense items and relevant excerpts from financial records indicating inflow & outflow of Sisters of Charity Foundation funds for the project – attach documents as necessary).

13. Photos: (with relevant permissions please include photos which describe how the project is being/was conducted and who is/was involved)

Completed by:		Signature:
Position:		Date:
Contact details	Ph:	Email: