



INSTRUCTIONS AND INFORMATION

- Final reports are due within 2 months of the completion of a project. Groups/ organizations with overdue final reports are ineligible to apply **in any program** for further funding from MRAC until the final report is received and approved by MRAC staff.

In order to be considered complete, final reports must be received and approved by MRAC staff.

- If the Management Consulting Project was directly related to preparation for an Organizational Development project, the group is ineligible to apply for Organizational Development Project funding until the Management Consulting Fund final report is received and approved by MRAC staff.
 - The final report is intended to inform MRAC what actually happened in the project, as compared with your original proposal: the scope of the activity with your consultant, the actual spending as compared with the proposed, if different, the outcomes and the impact of the work. In addition to providing us with a summary report of your project, this report assists MRAC in evaluating its grants and grant programs.
 - Use of the term *project* in this form refers to the proposed activities, plan or proposal described in your specific application and included in your grant contract.
- I. **GRANTEE INFORMATION.** Confirmation of the approval of the final report will be sent to the contact person and address listed below.

_____ Organization Name	_____ Contact Person
_____ Organization Address	_____ Contact Person Day Phone
_____ City, State, Zip	_____ Contact Person e-mail
_____ County	_____ Organization Web site
	_____ Organizational e-mail

Check here if any of the information listed above has changed since you applied.

www

II. TOTAL ACTUAL CONSULTING COST_____.

TOTAL AMOUNT OF MRAC GRANT_____.

III. NARRATIVE. On separate pages, please complete a narrative summary of the results of your group's work with the consultant. Include responses to the following questions as well as any other comments you wish to make.

A. Summarize your group process with your consultant:

1. What happened? Describe the steps in your work with the consultant.
2. What worked/didn't work? What were the strengths/weaknesses of your process?
3. What, if anything, would you do differently if you had the opportunity to repeat the process?

B. Summarize the outcomes of your work with your consultant:

1. What were the stated objectives for this project and how well were they met?
2. What expertise or learning was gained by your group as a result of this project?
3. Where does this lead you? Do you see a next step resulting from this consultation?
4. What long term or significant benefits, if any, do you anticipate for your group as a result of this project?

C. What, if any, changes to MRAC's Management Consulting Fund program would you recommend?

IV. CERTIFICATION STATEMENT. Final reports will not be approved without the following signatures.

We certify that the information in this report is true and correct to the best of our knowledge.

Contact Person (print)

Contact Person (signature)

*Advisory Committee/Board Chair (print)
(sig.)

*Advisory Committee/Board Chair

Fiscal Agent - if applicable (print)

Fiscal Agent -if applicable (signature)

* This signature must not be the same as that of the contact person. It must be the signature of another person who shares responsibility for the completion of the project and the accuracy of the information contained in this report.