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**JCS Fund Final Report Form**

As a condition of receiving a grant from the JCS Fund of the DuPage Foundation, grant recipients are required to submit a final report. Young People’s Music Initiative recipients must submit a final report by June 30 of the year following the grant award. YPMI recipients also have the option of submitting their final report with subsequent grant applications. All other JCS Fund grant recipients must submit a final report by the date specified in the grant agreement letter.

This form is available online at [www.dupagefoundation.org/who-we-help/not-for-profits/submit-interim-and-final-reports.html](http://www.dupagefoundation.org/who-we-help/not-for-profits/submit-interim-and-final-reports.html)

**School/School District/Organization Name:**

**Date of Report:**

**Amount of Grant Received:**

**Superintendent/Principal/Executive Director/President :**

**Name and Title of Individual Submitting Report:**

**If you are completing a final report in response to a Young People’s Music Initiative Grant:**

1. Respond to the following questions:
2. Has the project/program differed in execution from the project presented in your initial application? If so, please explain.
3. How many children were impacted by the grant? What grade levels were impacted?
4. Have all of the conditions of the grant been met. If not, why not?
5. Delineate any problems encountered, unexpected benefits or lessons learned to date.
6. What are the future plans for the project’s continuation?
7. Provide examples (stories) that illustrate what you consider to be the most significant impact on the lives of the individuals served as a result of the project.
8. Submit the following documents:
9. Financial Accounting of Project – Provide a financial accounting (using the form provided) as to how the grant funding from the JCS Fund of the DuPage Foundation was used. It is not necessary to provide receipts.
10. Photos – Submit electronic photos (with captions) relating to your project. Please note that it is your responsibility to obtain all necessary permissions for the use of any photos.
11. Print Publicity - Submit copies of any print pieces related to your project that were published (school/school district publications, newspaper, etc.)

**If you are completing a final report in response to other JCS Fund Grants:**

1. Respond to the questions listed above and submit the documents listed above.
2. Complete and submit the Outcome Measures Table – Final Report (using the from provided)
3. Submit an Audited Financial Statement for the period when the grant was paid (not required for school districts or schools)

If you have questions regarding this form, please contact Barb Szczepaniak, Vice President for Programs, at the DuPage Foundation - (630) 598-5280 or barb@dupagefoundation.org.

If this form is not submitted with an online application, please email it to Barb or mail it to her at the DuPage Foundation, 3000 Woodcreek Dr., Suite 310 Downers Grove, IL 60515. **The email including attachments may not exceed 25MB. Attachments must be in a format that can readily be viewed using both Microsoft and Apple software.**