**Final Narrative Report Template**

**Identifying Information**

Date: (of the report)

Dates Covered: (time period covered by the report)

Project Title:

RWJF Grant Id:

Name of Program: (if this grant is associated with a national program)

Year of Grant: (1, 2, etc.)

**Report Instructions**

* The Final Narrative Report should be no more than ten pages including charts and tables.
* Incorporate the questions as bold italic subheadings.
* The only appendix or attachment should be the stories as noted for question #3.
* Submit your report in the Reports section of your grant within the RWJF Grantee Hub.

**Questions to cover within the Final Narrative Report**

1. ***What was the goal of your project? Do you have measures of your performance?***
	* Be sure to tell us if you used a logic model, indicators, or benchmarks to determine your progress.
	* If the goals of the project have not been met, explain what happened and why.
	* If there were additional accomplishments, describe them.
	* Tell us about the work of any subcontractors.
	* Do not report on activities paid for by other funders or by membership dues, unless you need to do so in order for us to understand the project; in that case make clear that RWJF did not pay for these activities.
2. ***Do you have any stories that capture the impact of this project?***

Please share one to two; you may include the stories as an appendix.

1. ***Did RWJF assist or hinder your project in any way?***
2. ***If the project encountered internal or external challenges, how did they affect the project and how did you address them? Was there something RWJF could have done to assist you?***
3. ***Has your organization received funding from other foundations, corporations or government bodies for the project RWJF has been supporting?***

If so, include the names and amounts in an appendix.

1. **When considering the design and implementation of this project, what lessons did you learn that might help other grantees implement similar work in this field?**
2. **What impact do you think the project has had to date?**

Provide evidence for all statements (e.g., publication in major journals, citations of the project in literature, major press coverage, adoption of the model by other organizations).

1. **Who (name and contact information) from outside the project could be called on to comment on its impact?**
2. **Please give the name and contact information of someone connected to the project with whom RWJF could follow up a few years.**
3. **What are post-grant plans for the project, if it does not conclude with the grant?**
4. **With a perspective on the entire project, what were its most effective communications and advocacy approaches, its key publications, and its national/regional communications activities?**

 **Bibliography**

Be sure to include a bibliography at the end of your final narrative report if your grant has resulted in products listed in any of the categories listed in the Grantee Hub, final narrative report section.