

## Final Report Questions for Capital Projects

In four pages or less, provide responses to the report questions listed below.

- Restate each question.
- Please refer to your application when responding to these questions.

### **Your Project**

1. Describe the work of this capital project. Please be specific about what is in place now that was not there before.
2. Describe the actual timeline of the project. You need only include major steps. Please be specific about when the capital project was completed.
3. Please indicate any significant changes in the capital project from what was proposed in the application.
4. Describe the population who is benefiting from this project. How many are financially needy?

### **Impact**

5. Describe the impact that you have achieved since you completed the capital project. That is, what difference is this project making for your organization and the population with whom you work? How do you know?
6. For any shortfalls in impact, please explain why they occurred. We encourage you to look at what you could have done differently as well as to cite external factors that may have played a role.

### **Next Steps**

7. What happens now? What ongoing effects will this project have on your organization?



## Expenditure Report Instructions for Capital Projects

Develop an expenditure report showing the actual expenditures and funds raised for your capital project to date.

- The expenditure report should be done in a comparable format to the application budget.
- The expenditure report should include *budgeted* figures for each expense and income line item as well as *actual* figures for each expense and income line item.
- Indicate for which expense line items KBR funding was used. Invoices or backup documentation is not needed.
- Are there any unexpended KBR funds? If so, clearly indicate the amount.
- If any of your expense line-items would benefit from additional explanation, please provide the details at the bottom of the expenditure report.
- Your expenditure report must be signed and dated by your organization's CEO/Executive Director or other authorized individual.