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# Foundation of the Federal Bar Association

## Chapter Community Outreach Grants

### For New FBA Chapters

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#### Foundation Grant Program Follow-Up Report

Grant recipients are required to submit a follow-up report upon the completion of the grant term (typically 6 months, or 30 days after the completion of the project) and before subsequent grant applications will be considered.

Name of project \_\_\_\_\_

Grant award date \_\_\_\_\_ Follow-up submission date \_\_\_\_\_

Chapter contact person \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail address \_\_\_\_\_

*Share your story!* Your FBA chapter received a grant from the Foundation of the Federal Bar Association and now we want to know what you were able to achieve as a result. We may use these responses on our Web site, social media sites and various publications.

On a separate sheet of paper, please provide one paragraph for each section below.

- 1. Project Description:** Describe your project, especially any changes from your proposal. Tell us what a grant from the Foundation of the Federal Bar Association meant to you and your organization. Tell us how this grant benefited your community. Could this project be replicated by another FBA chapter?
- 2. Project Impact:** Give evidence of changes or improvements that you personally experienced and/or that you observed as a result of this project. What was the total number of individuals served by this project? What was the total number of FBA volunteers engaged? How was the program evaluated? Did this meet or exceed your project goals?
- 3. Final Budget Report:** Describe how you spent the funds you were awarded, explaining any differences from your proposed budget.
- 4. Future Plans:** Will this project continue? Where will the financial support come from?

We also strongly encourage you to provide a high-quality digital photo that visually describes your story, along with a brief caption, so that we may share your successes.

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**Chapter Member Signature**

**Date**

**After program is completed, please return follow-up report to:**

Foundation of the Federal Bar Association

E-mail: [foundation@fedbar.org](mailto:foundation@fedbar.org)