



## Santa Barbara Peace Corps Association

### MINI GRANT FINAL REPORT GUIDELINES

Final Reports for projects funded through SBPCA's Mini Grants Program must be submitted in writing (preferably typed) within one (1) month of project completion. There is no maximum or minimum length required.

#### **PLEASE ADDRESS ALL OF THE FOLLOWING POINTS IN YOUR FINAL REPORT:**

1. Your Name & Current Contact Information  
(Note that email will be our primary means of communication with you unless you indicate otherwise)
2. Your Permanent Contact Information
3. Your Peace Corps Country, Site (name of village, town, etc.), and Dates of Service (swearing in & COS)
4. The Name of the Project for which you received SBPCA funding
5. Project Start & Completion Dates
6. Total Amount Received from SBPCA in U.S. Dollars
7. Project Outcomes  
(Explain how this project addressed one or more community needs; who the key participants were, and if applicable, will continue to be; and how the project will be maintained and/or sustained after you leave the community)
8. Number of Project Beneficiaries, and how that number was calculated
9. Detailed Project Expense Report, in both local currency and US dollars  
(Also indicate which expenses were covered by community funds, by SBPCA funds, and by other funding sources; what in-kind contributions were received, their value, and who provided them; the total project expense; and the total amount covered by SBPCA funds)
10. Amount of Remaining Funds from the SBPCA grant  
(If any, indicate how you propose to return them to SBPCA **-or-** if you would like to request to use them for another project, please include a brief summary proposal for our review)
11. List of Acknowledgements of SBPCA as Project Donor  
(Note where SBPCA has been acknowledged as a project funder on any blogs or websites – including URLs – and/or printed materials focused on the project, and where links to our website ([www.sbpc.org](http://www.sbpc.org)) have been provided; if possible, send us scanned or original copies of printed materials)

#### **PLEASE ALSO INCLUDE PHOTOGRAPHS WITH YOUR FINAL REPORT:**

These should be photographs of the project being completed and of community members using or enjoying the results of it. You may submit hard copies or .jpg files that are minimum 72dpi but preferably 300dpi and as large dimensions as possible. You may submit as many as you like, but we ask that you send at least two (2).

**SUBMIT FINAL REPORT to:** Santa Barbara Peace Corps Association -OR- [minigrants@sbpca.org](mailto:minigrants@sbpca.org)  
P.O. Box 91406 Subject: Mini Grant Final

Report

Santa Barbara, CA 93190

Note: If you do not receive confirmation from us within three (3) weeks of submitting your Final Report, please send an email to both [minigrants@sbpca.org](mailto:minigrants@sbpca.org) -and- [sbpca.webmaster@gmail.com](mailto:sbpca.webmaster@gmail.com) informing us of the date and method by which you sent your report, noting that you have not yet received confirmation of receipt from SBPCA.