The Robert C. Hoffman Charitable Endowment Trust
Final Report

Please use the headings on this form for your Final Report, due one year after notification of funding.

Organization:                           Date of this report:
Project:                                 Date of Grant:
Person completing report:               Grant amount $
Email:                                   Phone:

**Summary of the work completed:** Please give an overview of the completed project.

**Explanation for delays or changes in the plan:** If none, state “none”.

**Financial report comparing proposed budget to actual income and expense:** This is a separate report form which compares revenue and expense estimates from your proposal to actual revenue and expense. Attach paid invoices and receipts.

**Explanation for budget variances:** If none, state “none”.

**Summary of outcomes achieved, activities and findings:** Your original proposal included anticipated outcomes. What were the final outcomes and how did you measure success?

**General reflections on project progress:** What was your experience; did you learn anything; has anything changed or improved as a result of your efforts?

Brochures, news releases and other supporting information may be submitted as part of this Final Report. Please mail report and final budget to: Lisa Donohoe, Robert C. Hoffman Charitable Endowment Trust, 25 S. Fourth Street, Gettysburg PA 17325. We appreciate receiving photos electronically for use in future publications. Please email photos to lisa@adamscountycf.org