Exhibit C

**Final Report**

Lucile Packard Foundation for Children’s Health

Final Report Form  **Report Due**

Please complete this report and submit it to the Grants Manager at grants@lpfch.org. If you have any questions, please contact the Grants Manager at (650) 736-0675.

**I. Grant Information**

Organization:
Project Name:

Grant Number:

Start Date:
Grant Amount:

**II. Report Information**

**Title Page**

Please include the following information on the front page of your report: name of the project; the dates of the project period covered by this report; the number of this report (1 of 3, 2 of 3, etc.); and the names, addresses, phone numbers and email addresses of the Principal Investigator and Primary Contact (if different).

**Report Sections**

1. **Background (up to 1 page)** – Briefly restate the goals and objectives of your project and describe what your work was intended to achieve. Discuss the extent to which these outcomes were met.
2. **Project Implementation and Administration (up to 1 page)** – Describe challenges you faced and successes you had in designing and carrying out this project; consider staffing, operations, collaborations, and organizational factors related to leadership, staff retention and/or finances.
3. **Accomplishments (1-2 pages)** – This is the most important section of the report and should account for a significant portion of the narrative. First, discuss what you feel were the major accomplishments of the project, including but not limited to products that resulted. We are particularly interested in the impact you feel your project had and/or will have on the field. Second, discuss changes you made to the project as it progressed, including such things as modifying objectives, changing staff or budget and engaging with partners both planned and unanticipated. Also discuss lessons you have learned from directing this project that might be valuable to share with future grantees of the Foundation.
4. **Dissemination and Future Work (up to 1 page)** – Provide an outline of the dissemination activities you have employed to make others aware of the work you have accomplished through this project (include presentations, abstracts, publications, public media attention, etc.). If you have plans for future dissemination activities please discuss those. If you plan to build on the work you have done through future projects, please share your ideas with us.
5. **Final Financial Information** – Please attach the originally approved budget, as well as the actual expenditures of funds using the ‘Final Budget Report Template’ accessible on the Foundation’s [website](https://www.lpfch.org/cshcn/grants/application-process). If any expense line item has deviated from the approved budget by more than 10 percent, please provide an explanation.
6. **Additional Information** – If there is other information relating to the project that you would like to know about that doesn’t fit in the above section, please tell us.
7. **Attachments: Materials Produced --** Please attach any materials, reports or other product created as part of this grant.

**Report prepared by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Please print or type)** **(Name/Title)**

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_