**United Way Society of the Yukon**

**Final Report**

1. Name of Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Is this your interim report or final report?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What fiscal year did you received project funding? 20\_\_\_ to 20\_\_\_
4. For each program funded by United Way, please describe how the project achieved your intended purposes and impacts, as described in your Funding Application, using the attached table.

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| --- | --- | --- | --- |
| Anticipated Outcomes | Outcome measure | Actual Outcomes | Lessons learned |
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1. What were your main activities?
2. Testimonials and ‘stories’ are an important part of evaluating your project. Feedback provides useful information for project coordinators and funders, and helps United Way Yukon raise money to continue funding important projects like yours. Please collect feedback from participants and other stakeholders, as appropriate (you do not have to include participant names), for example, through evaluation questionnaires or interviews. Please include feedback, which may be compiled in a separate document, with this Final Report.
3. Please include as a separate document a record of attendance over the duration of your project (do not include any participant names).
4. How has your project made a difference to your participants and to your community? This information may be used in United Way promotional materials.
5. Did you experience any unexpected outcomes or surprises in the delivery of your project? What went well?
6. Did you experience any challenges? In the future, what would you do to address those challenges and improve the effectiveness of your project?
7. Financial Information: Include your initial budget as submitted in your application (Sources of Funding and Project Expenses) with a comparison to your actual revenue and expenses now that your project is completed. Please explain variances in these amounts, if there are any.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Revenues |   |  | Expenditures |  |  |
| Source | Budget | Actual | Type | Budget | Actual |
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| Total Revenues: |  |  | Total Expenditures: |  |  |

1. Please provide the names and contact information of 2 people who are willing to speak to the outcomes/impacts of your project. This may be used in United Way promotional materials.
2. Please provide at least two high-resolution (print quality) digital photographs (.jpeg) of activities during the Project, suitable to post on United Way Yukon’s website, and provide your Agency’s permission to use photographs in United Way’s fundraising material and on United Way’s website. United Way does not require copies of releases; however, it is the Agency’s obligation to ensure that persons photographed give permission for the photographs to be used in the Agency’s and/or United Way’s advertising and fundraising material.

**Within thirty days of the completion of your project, please mail your Final Report and supporting documents, photographs and testimonials (if any) to:**

**United Way Yukon**

**P.O. Box 31731**

**Whitehorse, Yukon Y1A 5P7**