**United Way Yukon Final Report For 2020-21 Funding**

**Instructions**

A. Final reports are due within 30 days after completion of the funded project.

B. UWY prefers to receive your report by email (ed@unitedwayyukon.ca). Other delivery methods are currently acceptable, please contact us if email is not an option.

C. UWY prefers to receive your report as a word processor document or as a pdf generated from a word processor document, rather than as a scanned document.

D. For electronic submissions, please change the file name (MyOrg\_UWY2020-21\_FinalReport), replacing MyOrg with a distinct abbreviation or short name of your organization. If your group is reporting on more than one project, please include a short identifier for the project.

E. The national UW organization requires us to report statistics. Many projects touch on two or all three of our priority funding areas so it is important that you rank priority funding areas. The statistics on attendance/participation are also necessary.

F. Testimonials and colour photographs are essential for the UWY to promote its fund-raising activities. The better you tell your story, the better we can raise funds for supporting future projects.

1. Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Funding period 2020 to 2021, or other period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. What were your main activities? (Please describe in a few sentences)

5. How has your project made a difference to your participants and to your community? This information may be used in United Way promotional materials.

6. Did you experience any unexpected outcomes, surprises or challenges in the delivery of your project? In the future, what would you do to improve the effectiveness of your project?

7. Using the table below, please list in point form how the project achieved your intended purposes, benefits and impacts, as described in your Funding Application:

|  |  |  |  |
| --- | --- | --- | --- |
| Anticipated Outcomes | Outcome measure | Actual Outcomes | Lessons learned |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

8. Please provide at least two high-resolution (print quality) digital photographs (.jpeg, .tif, .png) of activities during the Project. Pictures should be each in a separate file, not inserted in your final report and include a caption to describe the picture. Your submission implies your permission for UWY to use the pictures, and implies you have obtained permission from photographed persons for us to display their image.

9. 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.

**Appendix One: Financial Report**

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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Revenues: |  |  | Total Expenditures: |  |  |

**Appendix Two: Attendance Statistics**

1. Please rank the priority funding areas below from 1 to 3 that apply to your project. Some projects only cover one priority area, in which case only identify one area. Others may cover more than one, in which case choose which is first, second and third. This information is for statistical purposes only and does not affect future funding. Information on the priority funding areas is at [unitedwayyukon.ca/howwehelp](https://www.unitedwayyukon.ca/howwehelp)

**Rank** (only one area can be 1 or first)

Healthy People, Strong Communities

Poverty To Possibility

All That Kids Can Be

2. For our statistical purposes, and to better understand the impact our funding has on the community, please provide statistics on the following (do not include participant names):

1. The number of unique individuals the program/service helped (if an individual is served multiple times, only count them once).
2. The number of interventions the program/service provided (e.g. total number of lunches, visits, lessons, meetings etc.)

**Appendix Three: Testimonials**

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.

**Pre-Submission Checklist**

Your application will not be complete until you have completed and placed an x beside the following tasks:

If I am submitting electronically I have changed the filename.

I have completed a financial report in Appendix One.

I have ranked the funding priority areas that apply to my project and included a participation/attendance report with statistics in Appendix Two.

I have included testimonials in Appendix Three.

I am sending at least two high resolution photographs illustrating my project.

Please send final report to

Jamie Boyd

Executive Director, United Way Yukon

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