

MASSBAR FOUNDATION

MBF SPECIAL GRANTS PROGRAM FINAL REPORT NARRATIVE INSTRUCTIONS

The Final Report on your MBF Special Grant will assist the MBF to evaluate the programs it supports and to determine the impact of these programs within their client communities.

Please follow the format below and submit your report in one PDF document via email to sthomas@massbar.org.

Please write concisely. You are welcome to submit the required information in bulleted form.

If you have any questions, please contact Susannah Thomas at 617-338-0534 or sthomas@massbar.org.

1. Identifying Information

- Organization Name, Address, Email/Website, and Telephone
- Project Title and Grant Amount
- Name and Title of person completing report

2. **Reporting Period** — Please identify the reporting period, including start date and end date.

3. **Staffing** — Please provide a brief description of project staff (list name and position), as well as any staff changes that have occurred during the reporting period. For non-attorney advocate positions, please provide information regarding supervision and relevant training during the reporting period.

4. **Progress to Date** – Please describe:

- the progress made during the grant period, referring to the goals and objectives in your application (or any revisions submitted subsequent to the grant award)
- specific program outputs (services you provided to the client, e.g. full representation, brief service; providers of services: staff attorneys, pro bono attorneys, or advocates; types of cases; training, etc.)
- specific program outcomes (**what happened to the client as a result of your services**, e.g. abuse prevention order secured, client allowed three months to find another apartment, client's benefits were reinstated, two additional pro bono attorneys took cases, etc.)
- how your program measures success (and partial success if applicable) related to outcomes mentioned above

5. **Collaboration** — Please describe any collaboration with other organizations/agencies and its effect on this specific project.

6. **Challenges** — Report briefly on the most significant challenges to your work during the grant period. Describe your efforts to overcome them.
7. **Future of the Program** — Please describe the strategy you are implementing to ensure the sustainability of this project beyond the grant period.
8. **Client Story** — Include a short description of a client who was assisted by this project. Client profiles may be used in Massachusetts Bar Foundation publications, therefore, please change identifiers to protect client confidentiality.

NOTE: Please do not submit a story that you have included with earlier reports, unless you are providing an updated version. We strongly encourage you to provide a new client story with each report.