



PAFP Family Medicine Expansion Program - Grant Final Report Instructions

Deadline: June 1, 2026

Thank you for your partnership and participation in this grant program. To ensure proper documentation and closeout of your grant, we kindly request the submission of a Final Report by June 1, 2026.

Your final report should include the following elements:

1. Project Summary

- Provide a brief overview of your project's goals, activities, and timeline.
- Include any changes made during implementation and the rationale behind them.

2. Measurable Results & Outcomes

- Share key outcomes and measurable impacts achieved through the project.
- Highlight any success stories or particularly meaningful results.

3. Final Budget Reconciliation

- Submit a detailed reconciliation of the approved budget vs. actual expenses.
- Please list all expenditures, including dates and amounts.

4. Receipts and Supporting Documentation

- Attach scanned or digital copies of receipts for all expenses.
- Label all documents clearly to correspond with your budget reconciliation.

5. Photos and Visual Documentation (*Optional but Encouraged*)

- Include high-resolution photos of events, participants, or materials created.
- Please ensure you have consent for any identifiable individuals shown.
- Captions or brief descriptions are appreciated.

6. Personal Reflections and Feedback

- Share personal insights or reflections from project leaders, staff, or participants.
- What lessons were learned? What would you do differently in the future?

Submission Instructions:

Submit your report as a single PDF (preferred) or Word document, with receipts as separate attachments if needed. Online submission portal: <https://www.pafp.com/grow-grant-report-submissions/>

If you have any questions during the reporting process, please reach out to Jess Martin, CFO at jmartin@pafp.com

We appreciate your commitment to advancing family medicine through this project.