



**BlueCross BlueShield
of North Carolina**

Foundation

End of Grant Meeting and Presentation

Purpose: To share results of program or project with the BCBSNC Foundation team allowing for broader insight and understanding into what works and what doesn't for various grant-making investments.

Agenda: Each organization will have approximately 15 minutes to share its story through a structured feedback approach. At the end of each presentation there will be time for discussion and questions regarding the project.

Structure: Each organization will prepare a slide presentation as outlined below to share the organization's major findings throughout the grant cycle. This report will serve as your final report on the project to the Foundation; if you are not finished with program activities by the date of the meeting, you may update the slides at a later date.

Instructions: You must use the PowerPoint slide template to fill in your information. Feel free to change font sizes to meet your information needs, but fonts should be no smaller than 12 point. You may also highlight, bold or italicize as needed. There is a placeholder for an additional slide focused on outcomes if needed. As a result of your photo stipend, please include 3-4 photos that capture or highlight your project.

Email: Email your completed PowerPoint presentation to your program manager. The email should be sent by your Executive Director and the Board Chair must be copied on the email. The following language must be included:

"Per the BCBSNC Foundation grant requirements, attached is a copy of our organization's final grant presentation. As the Executive Director, I certify that to the best of my knowledge this presentation is a true and accurate representation of our results on this project. Our organization's board chair is copied on this e-mail as documentation that he/she is also in agreement as to the accuracy of this report."

Photo CD: Any photos taken with your photo stipend should be saved or burned onto a CD with your name listed clearly on the CD. You can give the CD to us during the End of Grant Meeting or it needs to be mailed to the BCBSNC Foundation by your project completion date. The CD will be used by the BCBSNC Foundation for photo purposes including our Web site, annual report and other uses as deemed necessary by the BCBSNC Foundation. The CD will not be returned to the organization.

Budget: You'll be asked to submit a final budget template, which can be found online and must show a \$0 balance in order to close out your grant in our system.

Slides:

1. Cover Slide:

- a. List your organization name, project name, grant start and end date, and contact person's name/title/phone/email.
- b. Also fill in the date of the meeting in the header of the slide.

2. Anticipated vs. Actual Outcomes:

- a. Bullet point what you said was going to happen as a result of your grant in the "Anticipated Outcomes" column (these are the outcomes you created at the start of your grant during the Grantee Outcomes Meeting)
- b. Bullet point the results of your project to this point in the "Actual Outcomes Column."
- c. The numbers you use should be whole numbers and not percents. Remember that the numbers have to be a comparison of what you started with vs. what you ended with. Also, make sure you use the same wording in both columns. For example:

Anticipated Outcomes: "We will help 20 of 30 patients achieve lower blood glucose levels as shown through blood tests.

Actual Outcomes: "We helped 25 of 40 patients achieve lower blood glucose levels as shown through blood tests.

3. Outcomes Summary:

- a. What is different now as compared to when you started your project? Include things like:
 - i. Health changes your target population experienced
 - ii. Policy or procedural changes your organization made
 - iii. Community changes, including changes to the physical environment or legislative policy
 - iv. Establishing partnerships or leveraging dollars to increase the impact made or enhance sustainability
- b. Are these changes that will last?

4. Keys to Success:

- a. List significant accomplishments made throughout your grant

- i. Keys to Success: What did you do right that proved to be critical to working with this population, community or problem?

5. Lessons Learned:

- a. What were your course corrections?
- b. Did you learn anything through the implementation of the project that would have made you do things differently from the start of the project?
- c. Do you have significant findings from the population you were trying to serve that might be applicable to future grantees or advice for future grantees working in this area?
- d. What is your organization doing differently as a result of this project?

6. Summary of Future Plans:

- a. What happens next with this program? Is it concluded or will it be maintained or expanded?
- b. What are your future targets? What has to happen to achieve them?
- c. How has this project affected your work holistically (new partners, new policies, etc.)?

7. Photos:

- a. Include 3-4 of the photos taken that best highlight your project. ***Please note: this does not replace the required CD that is needed of ALL photos taken with your photo stipend, as described in the Instructions section of this document.***