

Waterford Education Foundation

P. O. Box 488, Waterford, CT 06385-0488

REPORT FORM

Check One: _____ Interim Report _____ Final Report

A. Contacts

Name of Organization _____

Name of Project Director: _____

Address, City, State, Zip Code _____

Phone: _____ Fax: _____ Email: _____

Contact Person: _____

B. General Grant Information

Project/program name (if applicable): _____

Purpose of grant: _____

Grant Period: ___/___ to ___/___; Period covered by this report ___/___ to ___/___

Grant amount: \$ _____

Signature of project director: _____ Date: _____

Typed or printed name and title _____

C. Narrative: (no more than four pages total; some questions might not apply to your grant)

1. Results

- a. List the original goals and objectives of the grant, and tell how they were met during this reporting period. Please include specific outcomes included in your grant application.
- b. Describe current status on meeting any special terms of this grant (for example, challenges, contingencies, etc.)
- c. Variances from original project plans often occur. In what ways did the actual project vary from your initial plans? Describe how and why.
- d. What difference did the grant make to your organization, in your community and for the population you are serving?
- e. Describe any unanticipated benefits or challenges encountered with this project.
- f. Describe how collaborative or cooperative efforts with individuals and organizations affected outcomes. This could include planning, implementing, funding and/or evaluating this project/grant.

2. Lessons Learned

- a. What are the most important outcomes and “lessons learned” from this project?
- b. How will you use what you learned to inform future work?
- c. Are there recommendations you can make to funders or others working in this field? If so, please describe.
- d. If you were to undertake this project again, would you do anything differently? If yes, please explain.

3. Future Plans

- a. What are your plans for this project in the future? Briefly describe rationale for ongoing funding, expansion, replication or termination.

4. Public Relations

- a. If possible, provide a “human interest story” that illustrates a success of the project.
- b. If applicable, attach selected material relating to the funded project: press or news items, brochures, letters of support, photographs, etc.

D. Financials

1. Using the original budget included with your proposal, provide detailed expenses and income for the project for this period. Provide narrative on any variances from the original project budget.
2. Include a detailed, complete accounting of how the specific grant dollars from the Waterford Education Foundation were spent. If there are leftover (unused) dollars from the grant, they need to be returned to the Waterford Education Foundation.
3. Who else has funded this project and at what level?

E. Comments

Please share any thoughts about how the Waterford Education Foundation could be helpful, either in the funding process or in other ways beyond additional funding.