

**DISTRICT 279 FOUNDATION**

**Grant Report Form**

Questions: Visit District 279 Foundation’s website

[www.district279foundation.org/classroom-grants](http://www.district279foundation.org/classroom-grants) or

contact the office at 763-391-7118 or foundation@district279.org

**GRANT REPORT PROCESS**

The grantee report is due 30 days after the project is completed. This report is the primary tool for measuring the impact of the programs supported by District 279 Foundation. Failure to submit a report could affect future funding for similar and/or repeated projects.

**Prepare the report components:**

1. Grant Report Form Responses - Prepare responses to the following questions.
2. Digital Photographs - Gather digital photographs of the student(s) and/or the grant writer participating in the project. Please ensure that any photos you submit comply with data privacy laws (including directory information opt outs). Contact your principal/site leader if you have questions about data privacy.
3. Project Expenses - Compile the actual expenses on the budget form that was submitted with the application.

**CONTACT INFORMATION**

1. Name:
2. Location/Site:
3. Title/Position:
4. Email address:
5. Telephone number:
6. List the name(s) of all school/site(s) benefiting from the project. If multiple schools, please indicate which school/site received the funds.
7. Date of Report:

**NARRATIVE**

1. Project Title: (as stated in the application):
2. Amount of grant awarded:
3. Amount of grant spent:
4. How many students were served by this project?
5. Provide a summary of the project as stated in the application.
6. What progress was made towards the intended outcomes that were stated in the application? Include information on the appropriate and measurable evaluation methods used, including quantitative and qualitative as applicable.
7. Were there any unanticipated results, either positive or negative?
8. What did you learn because of this project?
9. Please provide an example of a success story from the project.
10. How was District 279 Foundation’s funding of this project acknowledged?
11. Are there any additional comments that you would like to share with the grants committee?
12. I acknowledged that the information provided in the report may be used in District 279 Foundation communications.

⃞⃞ Yes ⃞ No

**REPORT SUBMISSION**

**Submit the following items to foundation@district279.org**

1. Grant Report Form Responses
2. Digital Photographs - Gather a digital photograph of the student(s) and/or the grant writer participating in the activities described in the project. Please ensure that any photos you submit comply with data privacy laws (including directory information opt outs). Contact your principal/site leader if you have questions about data privacy.
3. Project Expenses - Compile the actual expenses on the budget form that was submitted with the application.