

Grantee Report

**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 will result in no further issuing of grants until it is received. *ALL QUESTIONS MUST BE ANSWERED.***

Prior to completing this report, please:

1. review the Grantee Report Instructions document

2. gather a digital photograph of the student(s) and/or the grant writer participating in the activities described in

project to attach below.

3. prepare the Project Expenditure information

Contact District 279 Foundation at 763-391-7118 or [foundation@district279.org](mailto:foundation@district279.org) with any questions.

**GRANTEE INFORMATION**

1. Grant writer’s name (list the name of the primary grant writer):

1. Grant writer’s email address:
2. Grant writer’s full phone number:
3. Project title:
4. Program Area (check all that apply):

□ Curriculum Enhancement

□ Performance

□ Social Development

1. Amount of grant awarded:
2. Amount of grant spent:
3. School/Site(s) Name (Name(s) of the schools that students benefitting from the project attend, check all that apply):

□ Basswood

□ Birch Grove

□ Cedar Island

□ Crest View

□ Edinbrook

□ Elm Creek

□ Fair Oaks

□ Fernbrook

□ Garden City

□ Oak View

□ Palmer Lake

□ Park Brook

□ Rice Lake

□ Rush Creek

□ Weaver Lake

□ Woodland

□ Zanewood

□ Brooklyn Middle

□ Maple Grove Middle

□ Osseo Middle

□ North View Middle

□ Maple Grove Senior

□ Osseo Senior

□ Park Center Senior

□ Osseo Area Learning Center

□ Adult Basic Education (ABE)

□ ACHIEVE Program

□ Early Childhood Family Education (ECFE) at Arbor View

□ Early Childhood Family Education (ECFE) at Willow Lane

□ Osseo Secondary Transition Center

□ Educational Service Center (ESC)

**REPORT NARRATIVE**

1. Please provide the brief summary of your grant project stated in your application.
2. Please provide your intended outcomes and appropriate and measurable evaluation methods stated in your application and the progress you made towards these outcomes.
3. How many students were served by this project?
4. Were there any unanticipated results, either positive or negative?
5. What did you learn because of this grant?
6. Please provide an example of a success story from your project.
7. How did you publicly acknowledge the financial support provided by District 279 Foundation?

**District 279 Foundation requests that a digital photograph of the student(s) and/or the grant writer participating in the activities described in project be submitted with this report.**

Please submit the photograph electronically to [andersondebra@district279.org](mailto:andersondebra@district279.org) and provide a description of the activity shown in the photograph. Please ensure that any photos you submit comply with data privacy laws (including directory information opt outs); contact the district community relations director if you have questions about data privacy.

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| --- | --- | --- |
| **DISTRICT 279 FOUNDATION** | | |
| **Project Expenditure Form** | | |
| **Provide a description of each Funding Sources and Expense Items** | | |
| **Provide the following contact information:** |  |  |
| **Grant Writer:** |  |  |
| **Project Title:** |  |  |
| **School/Site:** |  |  |
| **INCOME** |  |  |
| **Amount Original Budget** | **Amount Actual** | **Other Funding Sources - other than the Foundation** |
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|  |  |  |
|  |  |  |
|  |  |  |
| **$0.00** | **$0.00** | **Subtotal of Other Funding Source(s)** |
|  |  | Amount of Grant from District 279 Foundation |
| **$0.00** | **$0.00** | **TOTAL** |

|  |  |  |
| --- | --- | --- |
| **EXPENSE** |  |  |
| **Amount Original Budget** | **Amount Actual** | **Item Description** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **$0.00** | **$0.00** | **TOTAL EXPENSE** |
|  |  |  |
| **$0.00** | **$0.00** | **Difference (Income less Expense)** |

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Contact Person’s Signature Date

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Authorized Foundation Signature Date of Receipt