

GUIDELINES FOR PROJECT FINAL REPORT

Final reports on funded projects are due *30 days after the official end date of the project*. The Ujeni Fund understands that projects do not always go exactly as planned, so please feel free to be candid about your experiences with the project.

Please use this final report as an opportunity to share with us your insights about how this grant affected instruction in your classroom. If you have questions, please do not hesitate to call us.

Please use the format outlined below.

Section 1: **Basic Information**

1. School
2. Name of Teacher
3. School Address
4. Project Title
5. Project Dates
6. Approved Total Budget

Section 2: **Financial Report**

Format: Columns A and B must duplicate what was contained in the final proposed budget. Column C must contain, for each item, the actual expenses for the item. If items were purchased that did not appear in the final proposal, they must be identified and fully explained in some fashion. Provide totals for Columns B and C. If Column C total is less than Column B, please explain and refund the difference back to the Ujeni Fund. Approval must be sought for expenditure of surplus funds, please contact the Fund with any questions. Attach copies of all necessary receipts to the financial report.

For example:

A. Line Items	B. Proposed Expense	C. Actual Expense
Item Description	\$ _____	\$ _____
Item Description	\$ _____	\$ _____
Totals	\$ _____	\$ _____

Section 3: **Planned vs. Actual Outcomes**

Briefly summarize the results of the project. Please revisit your project goals/objectives/outcomes as they appear in your final proposal. Next, compare/contrast actual outcomes to the planned outcomes. To what extent did the project actually achieve the expected outcome?

Section 4: **Evaluation**

In the Evaluation portion of your proposal, you indicated the measures you would employ to see if the project was “successful”. Based on how you said you were going to evaluate, please discuss the evaluation and the results from your project.

Section 5: Observations

Please discuss briefly the following two questions.

Were there any surprises or unexpected outcomes?

In what way were you, your students, your colleagues and your school made different because of the project?

Section 6: Examples of Student Work

If possible, please provide tangible representations of your students work from this project (Photos, web pages, press clippings, or other visual evidence).

Please note that we will be unable to return these materials to you. To use photos of students doing work for the project, written parental permission is needed. If you have a photo that would you think would be great for the web site, please obtain permission and attach to the photo. We will not use names of students on the web site.

Also we would like to use information from your project on our web page for others to see what’s been funded by the Ujeni Fund and Community Foundation of Tompkins County.

Please send your final evaluation report to:

Ujeni Fund
P.O. Box 585
Trumansburg, NY 14886-0585