

### **Discretionary Grants Program Final Report Guidelines**

EducationMatters wants to know how your program or initiative turned out. A final report helps us learn from your experience and allows us to understand the impact our grant had on your program, organization, the students and the community. This is important information for our report to our donors. Please answer the following questions:

#### **Outcomes:**

- How was the project evaluated?
- Did you achieve the outcome(s) you identified in your application? If yes, how do you know? If not, why?
- What were the unexpected outcomes, and were they positive or negative?
- What are some examples of specific results you achieved? (include pictures and testimonials if appropriate)

#### **Impact:**

- What impact did this grant have on your organization, community, and your resources?
- Did you create any new partnerships as a result of this project?
- Approximately how many students (and families, if applicable) were engaged in this project or affected by this project?
- How was the student population served and the community at large strengthened as a result of this project?

#### **Sustainability**

- Was the funding supplied through EducationMatters enough to meet your projected needs?
- Did your projected budget vary significantly over the course of your project?
- Was all the funding supplied spent in the two year time-frame? If not, why not?
- Does the project need to be sustained? If yes, what ongoing funding did you secure?
- Were additional funds obtained from other sources due to this project?

#### **Learning:**

- If you had the opportunity to do the project again, what would you do differently?
- What was your organization's most significant learning as a result of this project?
- What challenges did you face, if any?

#### **Recognition:**

- Please provide a list of how you recognized EducationMatters as a funder of your program and/or supporter of your organization, and provide copies of materials if available.

#### **Financial Accounting:**

- Please include the financial accounting of how the grant funds were spent
- Please indicate how much was unspent.

Please be brief but thorough – ideally not more than 3 pages. It is possible that a report prepared for another funding source will meet our needs; however, contact us in advance if you believe this is the case. If you feel your project does not fit our Final Report format, please call us to discuss alternatives. Please restrict attachments to those directly related to the project.