Discretionary Grants Program - Final Report Guidelines

EducationMatters wants to share your program or initiative outcomes and successes with our donors. A final report helps us learn from your experience and allows us to understand the impact the grant had on your students, school, the program and the community. Through summaries provided of your report, donors understand the need, value and strength of supporting Calgary Board of Education students and schools.

Please remember to include a thank you note for the donor with your final report. This grant was made possible by the generosity and vision of a donor who would be delighted to hear that this grant has made a difference to your students/school.

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<th>School Name:</th>
<th>Project/Initiative Name:</th>
<th>Date Funding Received:</th>
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**Outcomes:**
- Please share a brief project description of your project/initiative.
- What were your project timelines? Did the project progress as expected through the originally proposed timelines; what, if anything, had to be altered?
- Project Evaluation – Please provide project evaluation details as per your original application
- 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? (for the donor - please include pictures and testimonials where appropriate)

**Impact:**
- What impact did this grant have on your students/school, 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? Were school staff affected, and if so, how?
- How was the student population served and the community at large strengthened as a result of 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?

**Sustainability**
- Did your projected budget vary significantly over the course of your project?
- Was all the funding supplied spent in the appropriate funding time-frame? If not, why not?
- Does the project need to be sustained? If yes, what ongoing funding did you secure?
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 original project budget and show actual expenses in relation to the budget, using the attached format. Receipts do not need to be included but should be kept in the case of an audit.

Other things to note:
• Please be brief but thorough – ideally not more than 3 pages (excluding thank you notes and pictures). 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.

• Delinquent reports will affect the ability of your school/program to receive future grants from EducationMatters.

• Reports can be submitted to EducationMatters’ Grants & Stewardship Officer, Kristen Laird by email at klaird@educationmatters.ca.