

## Discretionary Grants Program - Final Report Guidelines

EducationMatters wants to share the outcomes and successes of your program/initiative with our donors. A final report helps us learn from your experience and allows us to understand the impact the grant had on students, your school/organization and the community. The summaries provided in these reports also allow donors to 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/organization.

School/Organization Name:	Project//Initiative Name:	Date Funding Received:
		Project End Date:

### 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. Include both qualitative and quantitative measures wherever possible.
- 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? As this is shared with the donor, please include pictures and testimonials where appropriate.

### Impact:

- What impact did this grant have on students, your school/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? Were school staff affected, and if so, how? Were community members or groups involved? If so, please explain.
- How was the student population served and the community at large strengthened as a result of this project?
- Wherever possible, please provide testimonials from students, parents, teachers/staff or any other individuals that were impacted by the program/project.

### Learning:

- If you had the opportunity to do the project again, what would you do differently?
- What was your school's/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 provided spent in the **appropriate funding timeframe**? If not, why not?
- Does the project need to be sustained? If yes, what ongoing funding did you secure?

### Recognition:

- Please provide an explanation of how you recognized EducationMatters as a funder of your program/initiative and/or supporter of your school/organization and provide copies of materials.

### Financial Accounting:

- Please **include the original project budget and show actual** expenses and revenues in relation to the budget, using the attached format. Receipts do not need to be included but should be kept in case of an audit (audits can be required for up to 5 years).

### 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.
- **Failure to submit a final report will prevent your school/organization from receiving future grants from EducationMatters.**
- Reports must be submitted to EducationMatters' Grants and Stewardship Officer, Kathryn Schilman, by email at [kschilman@educationmatters.ca](mailto:kschilman@educationmatters.ca). Reports and additional items such as photos, thank you cards, and art work, can also be submitted to EducationMatters through the mail (1221 8 St SW Calgary, AB T2R 0L4).