

Franklin-Simpson Educational Excellence Foundation, Inc.

Report Form

DUE DATE:

Please type or print.

Please attach receipts associated with this project.

Grant # _____

COVER PAGE

Recipient Name & Position:

School/Organization Involved: _____

Amount Received: _____ **Dates Covered By Report:** _____

Purpose of Funding (e.g., computers): _____

Targeted Grade Level: K-4 5-8 9-12 Other: _____

Number of Students/Persons Affected by Grant: _____

Academic Area: Reading Language Arts Social Studies Math
 Science Fine arts Community Other: _____

Brief Summary of Project (2 - 4 Sentences):

Address of School/Organization: _____

Contact Person: _____

Phone: (Day & Evening) _____ **Fax:** _____

E-Mail: _____ **Date Grant Application Was Submitted:** _____

Date Funding Was Received: _____

Date (MM/DD/YY) This Report Submitted: _____

(OVER)

Please use the following information to create your report form. (2 to 5 pages)

A. NARRATIVE:

I. Review of Project

- 1) Restate the goals of your project as set forth in the original grant application.
- 2) Describe the process used to achieve your goals.

II. Evaluation Results

- 1) Describe the evaluation method used to assess your project.
- 2) What successes did you have? What failures?
- 3) What did you find that surprised you?
- 4) What challenges did you encounter and how did you deal with them?

B. BUDGET

- 1) Please provide a financial statement indicating actual versus budgeted expenses.

C. FUTURE

- 1) Please describe the next step in your project (continuation, replication, expansion, termination).
- 2) Will you need additional funding to achieve your goals? How do you plan to obtain the funds?

D. PERSONAL CONCLUSION

- 1) What advice would you give someone trying to perform a similar project?
- 2) What have you learned that you would like to share with us?

We encourage you to contact our executive director Laura Smith at 586-8018, if you have any questions, comments, or concerns.

Completed report forms should be sent to:

FSEEF REPORT FORM

P.O. Box 94

Franklin, KY 42135-0094