

GRANT COMPLETION REPORT

Instructions for Grant Recipients: Completion and submission of this report is a requirement of your current grant award, as well as additional requests for funding in the future. Please email your report to kgaideski@sjschools.org and copy Sue Riemland at sjpsfoundation@sjschools.org.

Report Due Date: Teacher Grants – June 1st; Special Fund Requests – within 12 months of award date

This report is also available online at www.sjpsfoundation.org/Grants

Question	Please answer questions in the space below
1. Your name and title (Please include school and grade level)	
2. Name of project and date of application <i>Please indicate if project was a Teacher Grant or Special Fund Request</i>	
3. Completion date of project	
4. Description of project	
5. Teacher(s) involved in the project	
6. Total number of students and grades involved	
7. Material/supplies purchased for the project	
8. Amount of grant awarded	
9. Total cost of project to date	
10. Responses of students/photos/ artifacts/ include at least one quote from a project participant	
11. Evaluation of the project – include goal for measuring success and actual measurement of success	
12. Are you available to present the project at a Foundation Board Meeting?	

Please attach other additional information as necessary. Photos or artifacts of activities funded by your grant should be emailed to sjpsfoundation@sjschools.org. We are always looking for success stories to fuel future grant funding.