GRANT FUNDING REPORT

Date: ____________

Grantee: ____________________________

Project Name: ____________________________

1. Please describe the project. What was done, when, and with whom?

2. How many people benefited from the project? ______________ (i.e. the total number of individual community members that were directly served by or participated in the project).

3. Please discuss outcomes, both positive and negative, resulting from the project.
4. Please identify any lessons learned in planning or implementing the project.

5. Did you seek to evaluate the outcomes of your project? If so, how and what did you learn?

6. Regarding the organization or organizations you partnered with on this project, would you recommend them as a partner in the future? Please Explain.

Reminders for Completing your Grant Report:
- Grant reports are due within 30 days of your project end date.
- Attach AT LEAST five high quality images to your report of work produced or the project in action. Images can be in jpg, tiff, or png format and must be at least 300dpi. Please label your image files LASTNAME_GRANTPERIOD_PROJECTNAME (Ex: Smith_Spring14_Art Quilt1). Submitted images may appear on the MICA website and in MICA publications.
- If applicable, you will be contacted by OCE to return electronic equipment (computers, cameras, video equipment, etc.) purchased with grant funds.
- You may be invited to give a brief (5-10 minute) final presentation on the successes and lessons learned from the project at a later date.
- Additionally, OCE reserves the right to hold final reimbursements until grant reports are completed. Please email completed information to grants@mica.edu.