



## FINAL GRANT REPORT FORM

Grant reports must be submitted **on or before the date listed on your Funding Contract.**

If you have not fully implemented your project by the report due date, you must still submit a progress report. **Failure to submit your grant report by the deadline will preclude you from consideration for future funding.**

If there are circumstances that affect the completion of your project or the timely submission of the grant report, you should email the Foundation as soon as possible to discuss possible adjustments. Email is preferred:

[ExecutiveDirector@TetonEducation.org](mailto:ExecutiveDirector@TetonEducation.org).

The following elements must be included in your report.

The top of your first page should include the following:

Your Name (or organization's name)	Project Title
Your Address	Date of Grant Award
Your email	Grant Amount

- Describe the actual outcome of the project (what were the objectives of the project and how were they achieved).
- What was the process of implementing your project?
- Describe the grant's impact on the population served. Please also provide us with useful and enlightening information and reactions by the students or population served.
- Detail your evaluation process for determining the effectiveness of this project or program. Your evaluation process might include a "before and after" survey, student narratives or teacher observations.
- Please note any unexpected challenges (such as insufficient funds or personnel changes) and how they were overcome or how they impacted the outcome of the project.
- Tell us if the grant resulted in any additional leveraged gifts from others (matching dollars, in-kind contributions, etc.).
- Include a completed Grant Financial Report Form (attached), which provides a listing of all grant expenditures.

**Please send photos of your grant in action!**

Grant reports can be dropped off at the TVEF office at Teton High School, mailed to our PO Box below or emailed to the Foundation at: [ExecutiveDirector@TetonEducation.org](mailto:ExecutiveDirector@TetonEducation.org).

Education Foundation of Teton Valley

Attn: Pam Walker

P.O. Box 1111, Driggs, ID 83422

If you have any questions, please email us at [ExecutiveDirector@TetonEducation.org](mailto:ExecutiveDirector@TetonEducation.org).

## GRANT FINANCIAL REPORT FORM

Grant Project Description or Name: \_\_\_\_\_

Amount Awarded: \_\_\_\_\_ Amount Used: \_\_\_\_\_ Balance: \_\_\_\_\_

**Please attach receipts.**

I intend to return the unused balance to the Education Foundation of Teton Valley.

I intend to use my balance prior to the end of this school semester.

VENDOR	DESCRIPTION	DATE	AMOUNT
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
		Total:	\$

I certify that the above expenses are accurate and were solely for the use of this grant and that the items purchased remain the property of Teton School District 401 and not the instructor who purchased them. Any misuse of funds or property will be reported to the TSD401 office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Education Foundation of Teton Valley, P.O. Box 1111 Driggs, ID 83422 [ExecutiveDirector@TetonEducation.org](mailto:ExecutiveDirector@TetonEducation.org)