

CUSD Foundation Teacher Mini-Grant

Project End Report Instructions

A Project End Report is required for all Teacher Mini Grant Recipients. The report is due by the end of the school year within which the grant was awarded. For example: grant was awarded September 2017 or January 2018, report is due May 31, 2018.

The 2017-2018 Project End Reports are due May 31, 2018.

All Project End Reports must be electronically submitted to Amy Peterman via email at apeterman@ceres.k12.ca.us with a copy provided to Julie Lynn Martin-Borba at jumartin@ceres.k12.ca.us.

The following information must be included in the Project End Report:

- **Name:** First/Last Name of Grant Recipient(s)
- **School Site:** Provide the name of the school site in which the project was completed
- **Grade Level:** Provide the grade level of the students that benefited from the project
- **No. of Students Served:** Provide the actual number of students that directly benefited from the project activities
- **Project Title:** Provide the descriptive title of your project
- **Project Outcomes:** Provide a brief description of the project outcomes, which may include anecdotal stories, data on what students learned, etc.
- **CUSD Strategic Plan Objective Addressed:** List the main objective addressed during the project
- **Timeline:** Provide the start and end dates of the project, dates of activities, frequency of activities
- **Program Budget Report:** Provide a brief description of the items purchased with grant funds. How did those items enhance student learning?
- **Name:** Type the grant recipient's name(s) and date. By typing the name, you are stating the information provided on the report is accurate and complete.

Submit Project End Report electronically via email to Amy Peterman at apeterman@ceres.k12.ca.us with a copy provided to Julie Lynn Martin-Borba at jumartin@ceres.k12.ca.us by May 31, 2018.